



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1450
3/04/2023
3/04/2025**

SUBJECT: Space Management and Leasing

POLICY

The Policy of the Georgia Department of Human Services (DHS) is to manage leases most cost-effectively for the best utilization of space, telecommuting, co-locating, and hoteling employees where it is advantageous. The DHS Leasing Unit, whendelegatedby the State Properties Commission, can locate potential leased space for negotiations.

A. Authority

[O.C.G.A. 49-2-1](#)

[O.C.G.A. 50-16-35](#)

[O.C.G.A. 50-16-46](#)

[O.C.G.A. 50-4-1 \(8\)](#)

B. Reference

None

C. Applicability

All of the Department

D. Definitions

Definitions are included in applicable procedures and manuals.

E. Responsibilities

1. The Director of the Office of Facilities and Support Services is responsible for issuing and updating leasing procedures to implement this policy.
2. The Office of Facilities and Support Services or the Deputy Commissioner are delegated the authority by the DHS Commissioner to sign (execute) all DHS leases for divisions and offices.

F. History

None

G. Evaluation

The Office of Facilities and Support Services evaluates this policy annually.