

CHAPTER 1. GENERAL

- 1-1. Purpose. This Handbook prescribes policies and procedures pertinent to the management and operation of the space management program within the Department of Housing and Urban Development (HUD). This Handbook implements the Federal Property Management Regulations, Subchapter D, Public Buildings and Space. This Handbook shall be used in conjunction with HUD Handbook 791.1 REV-1, Employee Safety and Health, to insure safe and healthful working conditions for employees.
- 1-2. Responsibility.
- a. General Services Administration. The General Services Administration (GSA) is responsible for satisfying all HUD space requirements. Services and utilities necessary to make space usable for ordinary purposes will be provided by GSA. Buildings and equipment including grounds or approaches will be operated, maintained and repaired in accordance with guidelines prescribed by the appropriate Executive Orders, Office of Management and Budget directives, and Federal Property Management Regulations. GSA is responsible for insuring that all buildings leased or purchased with Federal funds comply with the Architectural Barriers Act of 1968, and therefore follow the Federal Uniform Accessibility Standard. This Standard is currently being developed by GSA, HUD, the Department of Defense, and the U.S. Postal Service. Until it is promulgated, GSA has issued an interim standard for accessibility. For HUD, the governing standard is the "Minimum Guidelines and Requirements for Accessible Design" established by the Architectural and Transportation Barriers Complaint Board (ATBCB).
 - b. Headquarters - Office of Administrative and Management Services. The Office of Administrative and Management Services, Communications and Space Management Division (ASM), develops and disseminates Department policy relative to the development, acquisition, and utilization of space. To ensure maximum utilization of funds and maintain flexibility of moving funds from one location to another to compensate for increased costs, project acceleration, etc., the Division has project approval for all actions to acquire, replace, add, or release space. The Division provides technical assistance; maintains liaison with GSA Central Office and private

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- (1-2.) sector; and provides and maintains Department space budget which includes funding of all space rental, recurring above standard building services and space alterations related to major Headquarters-initiated

projects.

- c. Region - Office of Administration. The Office of Administration, Administrative Services Division (ASD), has Region-wide responsibility for developing, managing and monitoring a space management program for the acquisition, utilization, and modification of assigned space in conformance with Department policy and Federal regulations. The ASD develops and maintains current space requirements for each location within his/her Region; monitors to ensure efficient and economical space utilization; develops appropriate data for additional space when necessary; reviews and accepts space offerings; determines and develops functional organizational layout plans; maintains current scale layouts of all occupied space; develops and monitors procedures for maintenance and repair requirements including inspection, reporting and preparation and surveillance of work requests; evaluates the effectiveness of space programs Region-wide through visits, reports, and surveys; and maintains liaison with GSA, other Federal agencies, and private industry.