

CHAPTER 6. RELEASE OF SPACE

- 6-1. General. It is the responsibility of the Director, Administrative Services Division (ASD), to continuously study and survey space assignments within his/her respective Region to ensure efficient and economical space utilization. It is the further responsibility of the ASD to report to GSA any space which is excess once project approval has been obtained from the Communications and Space Management Division (ASM). ASM's approval is required to ensure there are no proposed changes in staffing levels, programs, and/or organization for the affected location. In accordance with the Federal Property Management Regulations (FPMR's), GSA must be given at least 120 calendar days written notice prior to the date on which the space, or portion of it, will no longer be needed.
- 6-2. Procedures. In determining whether it is cost effective to relinquish space, the ASD shall, as necessary, (1) prepare GSA Forms 1476, Space Requirements Worksheets, to determine square footage required; (2) develop a block layout allocating square footage by organizational component and locating ceiling-high partitioned areas; (3) develop design drawings indicating space alterations required; and (4) obtain cost estimates for implementation to ascertain if the one-time cost of altering space can be amortized over the period of the lease. When it has been determined that it is cost effective to relinquish space, and approval has been obtained from ASM, the ASD shall process the necessary documentation to the appropriate GSA Regional Director, Real Estate Division. When a portion of space is released, it must be consolidated and accessible for reassignment. Any alterations required to make such space consolidated and accessible will be borne by HUD before the space is assumed by GSA. The ASD shall provide ASM copies of all related correspondence regarding the release of space.