

U.S. Department of Housing and Urban Development

Special Attention of: Transmittal Handbook No.: 2216.1 CHG-1

Issued: August 22, 1988

1. This Transmits

Announcement of the cancellation of Chapter 14, Smoking Policy, of Handbook 2216.1, Space Management, dated November 30, 1983.

2. Summary:

The information contained in the Chapter is obsolete. The policy regarding "Smoking in HUD Occupied Space" is outlined in the National Supplement between American Federation of Government Employees Council #222 and the Department of Housing and Urban Development, effective May 21, 1987.

3. Filing Instructions:

Remove:

Pages iii and iv, Table of Contents, 11/83

Pages 14-1 through 14-5, 11/83

Insert:

Page iii, Table of Contents, 8/88

Page 14-1, 8/88

ADMINISTRATION

Special

Attention of: Administration Transmittal Handbook No.: 2216.1

Issued: November 30, 1983

1. This Transmits

Handbook 2216.1, Space Management, dated November 1983.

2. Explanation of Material Transmitted:

This Handbook prescribes policies and procedures pertinent to the operation of the Space Management Program within the Department of Housing and Urban Development. Headquarters parking policy is set forth in HUD Handbook 2200.2 REV., Headquarters Building Parking Plan.

3. Cancellations:

Remove:

2200.03 (11/29/67) Display of Flags

2200.09 (12/7/71) Identification of HUD Field Offices

2206.1 (7/16/79) HUD Smoking Policy

2218.1 (12/2/77) Space and Personal Property Standards
for Field Offices

2219.1 (10/23/78) Space and Personal Property Standards
for Regional Offices

2244.1 (4/78) Bulletin Board Handbook

4. Filing Instructions:

Insert:

Handbook 2216.1 dated 11/83