Leased Space Program

Brief

<table>
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<tr>
<th>Title:</th>
<th>Leased Space Program</th>
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<tr>
<td>Publication date:</td>
<td>3/17/2017</td>
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**BRIEF**

**Policy Summary**

This policy describes the program for leasing off-site space to accommodate laboratory, office, and other support needs when space at the Berkeley Lab main site is not available. The Leased Space Program has sole responsibility for leased space functional programming, acquisition, lease negotiation, approvals, tenant improvements, budgeting, invoice approvals, and liaison services between leased-space occupants and the building landlord for lease related issues. This policy also applies to licensed space.

**Who Should Read This Policy**

This policy applies to all Berkeley Lab divisions and departments.

**To Read the Full Policy, Go To:**

The POLICY tab on this wiki page

**Contact Information**

Lease Manager
Facilities Division

**Policy**

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**POLICY**

**Purpose**

This policy defines the Berkeley Lab Leased Space Program and ensures that the Laboratory complies with all University of California policies and Contract 31 requirements when entering into agreements for leased real property. For the purposes of this policy, licensed real property is considered a form of a lease.

**B. Persons Affected**
This policy applies to all Berkeley Lab divisions and departments.

C. Exceptions
Not applicable

D. Policy Statement
Under certain circumstances, off-site space may be leased to accommodate space needs. The Facilities Division has been designated by the Deputy Director for Operations as the sole authorized agent for initiating, and gaining laboratory approval for, the acquisition of real estate services and leased space for the Laboratory. Requests for off-site space must be made by memo or email to the Lease Manager in the Facilities Division.

E. Roles and Responsibilities
The Facilities Division will assess the amount, type, and other requirements of the space being requested, obtain Laboratory approval to identify and acquire appropriate leased space, and engage the Procurement Department for support services. The Procurement Department will facilitate the procurement process (solicitation, proposals, evaluation of property options), DOE and UC approval processes, execution of the lease and any modifications thereto. The Facilities Division will coordinate with the Budget Office for financial resource allocation and manage the tenant improvements, fit-ups, and moves into the space. Following beneficial occupancy, the Procurement Department will administer the lease and assure timely payment for tenant improvements, rent, operating expenses, and any restoration costs upon termination of the lease.

Leased-space occupants must notify the Facilities Division Lease Manager of any improvements or alterations needed within the leased space during the term of the lease. The Facilities Division will assess the specific parameters of the modification request, obtain Laboratory and landlord approvals as required, and request lease amendments, as needed, from the Procurement Department. The Facilities Division will manage the modifications of the space, typically through the landlord. The Facilities Division and Procurement Department will manage and conduct activities associated with lease extensions or renewals and closeout upon the termination or end of the lease term.

F. Definitions/Acronyms

<table>
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<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Landlord</td>
<td>Owner of the building where space is leased</td>
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G. Recordkeeping Requirements
None

H. Implementing Documents
None

I. Related Berkeley Lab Policies
- Space Management Policy, 12.04.001.000

J. Contact Information
Lease Manager
Facilities Division

K. Revision History
Date | Revision | By whom | Revision Description | Section(s) affected | Change Type
--- | --- | --- | --- | --- | ---
1/2/2012 | 0 | W. Llewellyn | Re-write for wiki (brief) | All | Minor
9/21/2012 | 1 | K. Porter | Re-write for wiki (policy) | All | Minor
6/23/2016 | 1.1 | D. Lockhart | Minor clarifications per periodic review | All | Minor
3/17/2017 | 1.2 | M. Stoufer | Update “Associate Laboratory Director for Operations” position title to “Deputy Director for Operations” | All | Editorial

Document Information

**DOCUMENT INFORMATION**

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<td>09.06.005.000</td>
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<tr>
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<td>Facilities Division</td>
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Source Requirements Documents

- 48 CFR 917.74, *Acquisition, Use, and Disposal of Real Estate*
- Procedure 8, *Acquiring Real Property by a Contractor Lease* (Issue Date: July 23, 2012), DOE Office of Sciences Management System

Related Berkeley Lab Policies

- *Space Management Policy*, 12.04.001.000

Implementing Documents

None

Other References
• U.S. General Services Administration *Leasing Desk Guide*