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Employees' Manual
Title 24
Chapter C Appendix

PHYSICAL QUARTERS

APPENDIX



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Office Space Standards

General Services Enterprise has issued guidelines in the amount of office space that should be allowed for each employee. These standards assume use of modular style furnishings. Note that these guidelines are minimums and may be adjusted as necessary to meet specific needs.

These standards are reflected in the *Space Allocation* form, also provided by General Services Enterprise. This document is available in electronic format to authorized personnel on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.

GENERAL SERVICES ENTERPRISE OFFICE SPACE STANDARDS

February 9, 1998

1. **Department Director**
Gubernatorial appointed director of an executive branch state department
Full-time employee
300-square-foot office*
Floor-to-ceiling office walls
2. **Gubernatorial Appointee**
Gubernatorial appointee to a state agency other than a department director
Full-time employee
160-square-foot office*
80" systems furniture
3. **Division Administrator**
Department director appointed to administrate a department division
Full-time employee
140-square-foot office*
80" systems furniture
4. **Bureau Chief**
Division administrator appointed to administrate a division bureau
Full-time employee
100-square-foot office*
62" systems furniture

5. **Support Personnel**
Professional/technical department support personnel
Full-time employee
Receives visitors in office area
80-square-foot office*
62" systems furniture

6. **Support Personnel**
Technical/clerical department support personnel
Full-time employee
64-square-foot office*
62" or lower systems furniture

7. **Data Entry, Field Support Office, etc.**
Data entry support personnel OR,
Field office used by multiple field personnel working out of a central office OR,
Similar use by a full-time employee
25-square-foot to 48-square-foot office*
62" or lower systems furniture

*Office square footages are approximate.

Space Allocation, Form 470-3848

Purpose	Form 470-3848 provides a method of estimating the amount of office space needed for efficient operation of an office. It is also used to document specific electrical, data, and communications requirements.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The person responsible for leasing office space completes the form.</p> <p>Field offices and institutions may use this form internally to help identify and calculate their needs for leased space.</p>
Distribution	<p>One copy of this form must be submitted to the General Services Enterprise lease manager:</p> <ul style="list-style-type: none">◆ Before office space can be leased in the seat of government.◆ When working with the General Services Enterprise lease manager for the collocation of offices in the field.
Data	This form reflects the office space standards noted in the General Services Enterprise office space standards.

State Leased/Owned Building Access Survey, Form 470-3801

Purpose	Form 470-3801 provides information to the Department of Human Rights on the evaluation of a property with regard to compliance with the Americans with Disabilities Act (ADA).
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord or the landlord's representative should complete one copy of the form and submit it to the Department of Human Rights before a lease or sub-lease is prepared.</p> <p>Staff of the Department of Human Rights will review the completed form and may choose to visit the site. A letter either approving the site or identifying actions that must be taken to bring the site into compliance will be provided and must accompany the lease or sub-lease.</p> <p>The landlord must agree to and take action to bring the site into compliance with ADA within the timeframe specified in the ADA letter. If a timeframe is not included in the ADA letter, compliance must be within a reasonable period of time.</p>
Distribution	Fax the completed form to the Department of Human Rights, Attn: John TenPas, 515-242-6119.
Data	The form evaluates the parking, sidewalks, entrances and exits, interior circulation, restrooms, and other features of the property for compliance with ADA requirements.

State of Iowa Lease Agreement, Form 470-3798

Purpose	Form 470-3839 is completed whenever the Department leases property or office space from the owner of the property.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord should complete and sign four original copies of the lease before submitting it to the Division of Fiscal Management in Central Office. The lease should be submitted to the Division of Fiscal Management 75 days before the beginning date of the lease.</p> <p>A current ADA approval letter must accompany the lease. The ADA letter must be dated within one year of the beginning date of the lease. Please be sure that Sections 12 and 24 of the lease contain the date of the ADA letter.</p> <p>The designated person in the Division of Fiscal Management will obtain the Director's signature on the lease after approval by the State Executive Council.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed lease as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (tenant).◆ Landlord (forwarded by the tenant).
Data	This form has been reviewed and approved by the General Services Enterprise's legal authority. Changes may be made, but will require additional legal review. Please allow more time for review and approval.

Lease Amendment (Sample), Form 470-3799

Purpose	A lease amendment is required any time there is a change to the original lease agreement, form 470-3798.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	The landlord should complete and sign four original copies of the lease amendment before submitting it to the Division of Fiscal Management in Central Office. The amendment should be submitted to the Division of Fiscal Management 75 days before the beginning date of the amendment.
	The designated person in the Division of Fiscal Management will obtain the Director's signature on the lease after approval by the State Executive Council.
Distribution	The Division of Fiscal Management will distribute original copies of the executed amendment as follows: <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (the tenant).◆ Landlord (forwarded by the tenant).
Data	The lease amendment shown is a sample and should be modified as necessary.

Lease Assignment (Sample), Form 470-3863

Purpose	A lease assignment is used to amend the original lease agreement, form 470-3798, whenever a landlord transfers ownership of a property leased by the Department to another entity.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord and assignee should complete and sign four original copies of the assignment before submitting it to the Division of Fiscal Management in Central Office. The lease assignment should be submitted to the Division of Fiscal Management 75 days before the beginning date of the assignment.</p> <p>The designated person in the Division of Fiscal Management will obtain the Director's signature on the lease. This form does not require State Executive Council approval unless other terms of the original agreement have changed.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed assignment as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (the tenant).◆ Landlord (forwarded by the tenant).
Data	The lease assignment shown is a sample and should be modified as necessary.

Sub-Lease (Sample), Form 470-3800

Purpose	<p>The sublease agreement is prepared whenever property is leased from an entity that does not own the property but instead holds the original lease with the owner of the property.</p> <p>The sublease agreement is with the tenant who has authority granted by the landlord. In this situation, the sublease may be limited by the terms and conditions of the original lease.</p>
Supply	<p>This form is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.</p>
Completion	<p>The landlord should complete and sign four original copies of the sublease before submitting it to the Division of Fiscal Management in Central Office. The sublease should be submitted to the Division of Fiscal Management 75 days before the beginning date of the sub-lease.</p> <p>A copy of the original lease between the original tenant and owner of the property must accompany the sublease. If the original lease does not grant authority to the tenant to sublease, a letter from the owner granting that authority must also accompany the sublease agreement or the owner must also sign the sublease agreement.</p> <p>A current ADA approval letter must accompany the sublease. The ADA letter must be dated within one year of the beginning date of the lease. Compliance with ADA requirements is mandatory regardless of the language in the original lease.</p> <p>The designated person in the Division of Fiscal Management will obtain the Director's signature on the lease after approval by the State Executive Council.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed sub-lease as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (tenant).◆ Landlord (forwarded by the tenant.)
Data	<p>The sublease shown is a sample and should be modified as necessary.</p>

[Move Checklist, Form 470-3849](#)

Purpose	Form 470-3849 provides a reminder of things to do when conducting an office space move.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	The person responsible for coordination of the office move may use this form. Modify the listing as necessary. Note that every office space move is different and timeframes will vary based on specific requirements.
Distribution	None
Data	Check off items as they are completed.

Institutional Rental Property Agreement for Apartment or Room, Form 470-3796

Purpose	Form 470-3796 serves as a contract between the Department and the eligible tenant renting an apartment or room from the Department.
Supply	Supplies of this form are not being printed. Photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever an apartment or room is being rented for a full pay period or longer.</p> <p>Rental agreements shall not exceed beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Institutional Rental Property Agreement for Garage or Storage Unit, Form 470-3795

Purpose	Form 470-3795 serves as a contract between the Department and the eligible tenant renting a garage or storage unit from the Department.
Supply	Supplies of this form are not being printed. Photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever a garage or storage unit is being rented for a full pay period or longer.</p> <p>Rental agreements shall not extend beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Institutional Rental Property Agreement for House or Duplex, Form 470-2350

Purpose	Form 470-2350 serves as a contract between the Department and the eligible tenant renting a house or duplex from the Department.
Supply	Print or photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever a house or duplex is being rented for a full pay period or longer.</p> <p>Rental agreements shall not extend beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Department Institution Lease Agreement, Form 470-3765

Purpose	Form 470-3765 serves as a contract between the Department of Human Services and an entity leasing property at an institution site.
Supply	This form is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>A staff member designated by the institution superintendent completes the form whenever space in a Department institution is being leased to a department of state government, a county or group of counties, or a private nonprofit corporation organized under Iowa Code Chapter 504A.</p> <p>Submit the draft lease for approval by the Attorney General's Office.</p> <p>The Department director will sign the lease after the form is signed by the tenant.</p>
Distribution	<p>The contract manager in the Division of Mental Health and Disability Services will distribute original copies of the executed lease as follows:</p> <ul style="list-style-type: none">◆ The Division of Mental Health and Disability Services.◆ The institution.◆ The tenant (forwarded by the institution).
Data	The form is self-explanatory.

Amendment to Facility Lease Agreement, Form 470-5057

Purpose	Form 470-5057 is used to make some amendments to a facility lease agreement without requiring the completion of a totally new lease.
Source	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.
Completion	This form is completed when a facility desires to amend a current facility lease.
Distribution	The facility will send the completed and signed form to the director of the Division of Mental Health and Disability Services.
Data	Section 2 of the form is to be modified to reflect the actual amendment using the template provided.

Director's Sign-Off for Facility Leases, Form 470-5046

Purpose	Form 470-5046 is used to obtain the approval of the lease amendment from the Department director.
Source	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.
Completion	This form is completed by the facility and submitted with the <i>Amendment to Facility Lease Agreement</i> , form 470-5057.
Distribution	The facility will send the completed and signed form to the director of the Division of Mental Health and Disability Services.
Data	The data required is self-evident.