


[Forms](#)
[Contact List](#)
[FMS Instructions](#)
[Help Desk](#)
**Find Subject Areas:**



[Show Side Menu](#)

 Search Subject Areas & Legacy Documents: 

## Contents: Space Management

 Effective Date: **April 2003**

 Point of Contact: [Site & Facilities Master Planner](#)

Section	Overview of Content (see section for full process)
<a href="#">Introduction</a>	
<a href="#">1. Requesting Space</a>	<ul style="list-style-type: none"> <li>• Determine needs for additional space.</li> <li>• Confirm funding approval.</li> <li>• Determine availability of space.</li> <li>• Determine if ORE is required.</li> </ul>
<a href="#">2. Returning Space</a>	<ul style="list-style-type: none"> <li>• Notify IM about returning space.</li> <li>• Ensure requirements for returning space are met.</li> <li>• Review and update building key plans.</li> <li>• Transfer or assign responsibility for space.</li> </ul>
<a href="#">3. Charging Space and Resolving Disputes</a>	<ul style="list-style-type: none"> <li>• Submit changes.</li> <li>• Incorporate changes into FMS Database.</li> <li>• Follow hierarchy for resolving space disputes.</li> </ul>
<a href="#">4. Requesting Relocation Assistance</a>	<ul style="list-style-type: none"> <li>• Initiate relocation request.</li> <li>• Plan move.</li> <li>• Arrange support for relocation.</li> <li>• Schedule move.</li> <li>• Conduct move.</li> </ul>
<a href="#">5. Managing Vacant and Common Space</a>	<ul style="list-style-type: none"> <li>• Inspect spaces annually.</li> <li>• Report deficiencies for correction or entry into project backlogs.</li> <li>• Report differences between building key plans and actual space configurations.</li> </ul>

[Definitions](#)
**Exhibits**
[Criteria for Return of Space](#)

---

## [FY04 Space Charge Rates](#)

### Forms

None

## Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

## References

[BNL Site Building Key Plans](#), [Plant Engineering Division](#) Web Site

[Chemical Management System \(CMS\)](#)

[Environment, Safety, Health and Quality \(Tier I\) Inspections](#) Subject Area

[Operational Readiness Evaluation \(ORE\)](#) Subject Area

[Working With Chemicals](#) Subject Area

## Standards of Performance

Costs and commitments shall be recorded on time and accurately.

Work shall be managed to complete the scope on time and within the budget.

## Management System

This subject area belongs to the **Life Cycle Asset Management** management system.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.5-082004/standard/3m/3m00t011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms    Contact List    SBMS Instructions    Help Desk

**Find Subject Areas:**    Index    Categories    Alpha

**Show Side Menu**    Search Subject Areas & Legacy Documents:

---

## Introduction: Space Management

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

---

The purpose of the Space Management Program is to promote effective and efficient use of the Laboratory's buildings and portable structures to support achievement of Laboratory Critical Outcomes, and to provide equitable distribution of the costs associated with maintaining space. Plant Engineering Infrastructure Management manages all space in buildings and portable structures, including the following:

- Space-planning to meet near-term and long-range program and support group space needs;
- Documentation of space use and ownership to support space charging to ensure appropriate maintenance funds are generated;
- Space disposal, as appropriate, to ensure compliance with DOE requirements.

This subject area describes the processes for acquiring, paying for, using, repairing and/or modifying space, and returning space that is no longer required for the Laboratory's mission. It also gives procedures for requesting relocation assistance.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-042003-/standard/3m/3m00i011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)

<b>SBMS</b>	Forms	Contact List	EWG Instructions	Help Desk
<b>Find Subject Areas:</b>	Index	Categories	Alpha	
<b>Show Side Menu</b>	Search Subject Areas & Legacy Documents: <input type="text"/>			

Subject Area: **Space Management**

## 1. Requesting Space

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

## Applicability

This information applies to Department/Division Space Points of Contact (Space POCs) who request additional space (excluding request to construct new space, which requires an Activity Data Sheet).

## Required Procedure

<b>Step 1</b>	The cognizant Staff Member determines the following: <ul style="list-style-type: none"> <li>• Amount and type (lab, office, storage, etc) of space requested;</li> <li>• Special requirements associated with the space (e.g., LAN, utility specifications, fume hoods, chemical storage);</li> <li>• Health, safety, and security requirements;</li> <li>• Special operational requirements;</li> <li>• Location requirements (functional interactions with other operations or organizations);</li> <li>• Date needed and duration of use;</li> <li>• Financial responsibility for the space (project-activity number to charge).</li> </ul>
<b>Step 2</b>	The Staff Member advises their Department/Division Space Point of Contact (Space POC) of the need for space.
<b>Step 3</b>	The Space POC consults with the staff member's management to confirm funding approval for the space.
<b>Step 4</b>	The Space POC consults with the <a href="#">Infrastructure Management Supervisor</a> to determine the availability of suitable space.
<b>Step 5</b>	If the space is available, and the Staff Member's Management accepts the terms, conditions, and costs, the space is assigned. The Staff Member's Organization will be charged for the space the following quarter (or at the agreed-upon occupancy date). See the section <a href="#">Charging Space</a> for information on space charge-back.  If the space is not available, the Infrastructure Management Supervisor or Designee meets with the Staff Member to discuss options (e.g., other locations, leasing or constructing new space).
<b>Step 6</b>	The Organization assuming responsibility for the space determines if an Operational Readiness Evaluation (ORE) is required. See the <a href="#">Operational Readiness Evaluation (ORE)</a> Subject Area. If an ORE is required, any resulting findings must be tracked to completion by the Organization responsible for the space.

---

## References

[Operational Readiness Evaluation \(ORE\)](#) Subject Area

| [Continue to Next Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-042003/standard/3m/3m01d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms
Contact List
ES&H Instructions
Help Desk

---

**Find Subject Areas:**  Categories

**Show Side Menu**      **Search Subject Areas & Legacy Documents:**

---

*Subject Area: **Space Management***

## 2. Returning Space

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

---

## Applicability

This information applies to Department/Division Space Points of Contact (Space POCs) who return space that is no longer needed by the organization.

## Required Procedure

When returning space, the responsible organization ensures that the space meets the Laboratory requirements for returning space. See the exhibit [Criteria for Return of Space](#). Individual criteria are provided for returning office, lab, and storage space. The Infrastructure Management Group determines if returned space will be placed in the vacant space pool for use by another organization, or declared excess for mothballing and demolition.

<b>Step 1</b>	The cognizant Staff Member determines that the space is no longer needed and obtains concurrence from his/her management.
<b>Step 2</b>	The Staff Member contacts their Department/Division Space POC.
<b>Step 3</b>	The Space POC verifies that others within the organization cannot use the space. If they cannot, then the Space POC notifies the <a href="#">Infrastructure Management Supervisor</a> , in writing, that they wish to return the space.
<b>Step 4</b>	The Staff Member ensures that the space meets the requirements for returning space, including contacting the Department/Division <a href="#">ES&amp;H Coordinator</a> to address ES&H concerns, such as Chemical Management System (CMS) inventories. In addition, contact the Safety & Health Services Division for an Exit Readiness Evaluation (ERE), if required. See the exhibit <a href="#">Criteria for Return of Space</a> for information on requirements for returning space.
<b>Step 5</b>	The Building Manager reviews the building key plans to ensure the accuracy of space assignments. See the <a href="#">BNL Site Building Key Plans</a> , <a href="#">Plant Engineering Division</a> Web Site. Forward updates to the <a href="#">Real Property Coordinator</a> .
<b>Step 6</b>	Once the requirements are met (see Step 4), and all ERE findings, except those assigned to Plant Engineering, are closed, the Infrastructure Management Group transfers responsibility for the space to the Vacant Space Pool or assigns it to a new occupant.

## References

[BNL Site Building Key Plans](#), [Plant Engineering Division](#) Web Site

[BNL Site Building Key Plans, Plant Engineering Division Web Site](#)

| [Go to Previous Page](#) | [Continue to Next Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-042003/standard/3m/3m02d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms
Contact List
SBMS Instructions
Help Desk

**Find Subject Areas:**

[Show Side Menu](#)      Search Subject Areas & Legacy Documents:

Subject Area: **Space Management**

## 3. Charging Space and Resolving Disputes

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

### Applicability

This information applies to all organizations occupying space.

### Required Procedure

Charging Space contains two subsections:

[3.1 Monthly Space Billing Process](#)

[3.2 Resolving Space Disputes](#)

### 3.1 Monthly Space Billing Process

<b>Step 1</b>	The Department/Division Space POC submits changes to the <a href="#">Real Property Coordinator</a> . All changes submitted by the Space POC on or before the "Last Date for Changes" are reflected in next quarter's bill. See the exhibit <a href="#">Production Schedule for Space Charge Bill</a> for this date. Also, see the exhibit <a href="#">FY04 Space Charge Rates</a> for descriptions and charges of rates.
<b>Step 2</b>	On or before the last day of the month of each quarter, the Real Property Coordinator incorporates all changes into the Facility Management System (FMS) Database.
<b>Step 3</b>	On the first of the first month of the next quarter, the Real Property Coordinator forwards to the Plant Engineering Administrative Team updated space-use data files. These form the basis for the preliminary space bill, used to solicit comments before the actual space bill for that quarter.
<b>Step 4</b>	On or before the tenth of the first month of each quarter, the Plant Engineering Administrative Team issues an updated preliminary space bill to the Administrative Managers.

<b>Step 5</b>	Administrative Managers return comments (corrections of errors) to the Plant Engineering Administrative Team by the eighteenth.
<b>Step 6</b>	The Plant Engineering Administrative Team and the Real Property Coordinator address comments and correct the database by the twenty-fifth of the first month of the current quarter.  The Organization is charged for the space as designated in the Frozen Space Database at the end of each month.

## 3.2 Resolving Space Disputes

The following procedure shows the hierarchy of resolving space disputes. The dispute is only taken to the next step if resolution cannot be achieved. Plant Engineering Infrastructure Management takes the lead in resolving space disputes with the Department/Division Space POCs.

<b>Step 1</b>	Department/Division Space POCs contact Plant Engineering Infrastructure Management (IM) to resolve dispute.
<b>Step 2</b>	If the dispute cannot be resolved by IM, IM notifies the Plant Engineering Manager, who acts to resolve the dispute with the affected Department Chairs/Division Managers.
<b>Step 3</b>	The Assistant Laboratory Director (ALD) for Facilities & Operations acts to resolve space disputes that cannot be resolved by the Plant Engineering Manager with the cognizant ALDs.  The Laboratory Deputy Director for Operations is the final arbiter of space disputes that cannot be otherwise resolved.

| [Go to Previous Page](#) | [Continue to Next Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.2-112003/standard/3m/3m03d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms
Contact List
EWG Instructions
Help Desk

---

**Find Subject Areas:**  Categories

**Show Side Menu**      **Search Subject Areas & Legacy Documents:**

---

*Subject Area: Space Management*

#### 4. Requesting Relocation Assistance

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

---

## Applicability

This information applies to BNL staff requesting relocation assistance and staff assisting them in relocating.

## Required Procedure

The Infrastructure Management Group of Plant Engineering assists in planning and executing relocation of staff. The following are the procedures for requesting this assistance and executing the move.

<b>Step 1</b>	The staff member contacts the Department/Division Space Point of Contact (Space POC) to initiate the relocation request.
<b>Step 2</b>	<p>The Space POC determines whether the move is internal to the organizational unit or involves new space. The responsibility for coordination of moves within organizational space is with the organizational unit, in accordance with their procedures. The Plant Engineering Infrastructure Management (IM) is available to assist in move planning. Move planning consists of identifying the following:</p> <ul style="list-style-type: none"> <li>• Primary and secondary contacts (i.e., the people who know the most about the move);</li> <li>• Staff members moving and associated furnishings and equipment;</li> <li>• Current locations;</li> <li>• New location requirements;</li> <li>• Communications requirements (telephone and network);</li> <li>• Notification to BNL mail room and telecommunications group.</li> </ul>
<b>Step 3</b>	The Space POC verifies that the space is available within the organizations assigned space. If the space is not available, the Space POC contacts the <a href="#">Infrastructure Management Supervisor</a> to identify what suitable space may be available.
<b>Step 4</b>	<p>The Move Coordinator (either the Space POC or the IM Supervisor) contacts support groups as follows to arrange support for the relocation:</p> <ul style="list-style-type: none"> <li>• <b>Procurement and Property Management Division (PPM)</b> - Provides overhead funded service to move boxes and furniture on an as-available basis. If a specific schedule is required, a work order to PPM to cover any overtime is required.</li> <li>• <b>Plant Engineering (EP)</b> - Provides design and construction services for any alterations required as part of the move. In addition, riggers will move anything that PPM cannot move. In all cases, a work order to Plant Engineering is required. IM and the Maintenance Management Center (MMC) Planner/Estimator support will not be charged back to the</li> </ul>

	<p>management Center (MIMC) Planner/Estimator support will not be charged-back to the organization. Engineering and Construction Services (ECS) design and construction support will be charged-back via the work order.</p> <ul style="list-style-type: none"> <li>• <b>Information Technology Division (ITD)</b> - Provides services to relocate and setup computers and networking. A work order is required for this service. In addition, a work order to the telephone contractor is required through ITD for telephone changes.</li> </ul>
<b>Step 5</b>	The Move Coordinator schedules and conducts interviews with the staff being moved to discuss their requests or requirements for their computers, phones, keys, name tags, packing boxes, and office furniture.
<b>Step 6</b>	<p>The Move Coordinator schedules the move and notifies the following:</p> <ul style="list-style-type: none"> <li>• Primary and secondary contacts;</li> <li>• Staff being moved;</li> <li>• Telephone services;</li> <li>• Property Management Division (PPM) - Movers;</li> <li>• Plant Engineering crafts, as required.</li> </ul>
<b>Step 7</b>	<p>Organizations order their own boxes to support the move. BNL Stock Numbers are as follows:</p> <ul style="list-style-type: none"> <li>• S-00502 17"x14"x8.5"</li> <li>• S-00504 25"x18"x16"</li> <li>• S-00498 17"x11"x14"</li> <li>• S-00496 12"x12"x12"</li> </ul>
<b>Step 8</b>	<p>The Staff Member packs and labels boxes, with the labels on the front of the boxes (not the lid). The label contains the staff member's name and the new office location.</p> <p><b>Note:</b> Printed, legible labels are preferred to writing on the boxes themselves.</p>
<b>Step 9</b>	<p>On move day, the following occurs:</p> <ul style="list-style-type: none"> <li>• The PPM movers relocate the staff member's boxes furniture, and other items, allowing the staff member time to shut down and unhook the computer.</li> <li>• After the computer is moved, the Move Coordinator contacts ITD, if required, to reconnect the computer and attach to the network.</li> <li>• ITD provides a technician to support the move.</li> <li>• Plant Engineering trade support is coordinated as part of the move, as required.</li> <li>• PPM moves excess furniture to the excess furniture transfer area or it is sent to surplus, as appropriate.</li> <li>• If a move takes longer than anticipated, the tradespersons contact their supervisor, who notifies the Move Coordinator. If other moves are affected, the Move Coordinator contacts the affected staff members.</li> <li>• When the move is complete, the work orders are closed out.</li> </ul>

| [Go to Previous Page](#) | [Continue to Next Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-042003/standard/3m/3m04d011.htm



Forms
Contact List
SBMS Instructions
Help Desk

**Find Subject Areas:**

**Show Side Menu**      Search Subject Areas & Legacy Documents:

Subject Area: **Space Management**

## 5. Managing Vacant and Common Space

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

### Applicability

This information applies to all Departments/Divisions with vacant and common spaces in buildings for which they have building-management responsibility.

### Required Procedure

Departments/Divisions must inspect vacant and common spaces as part of their Tier I Inspections for all buildings for which they have building-management responsibility. See the [Environment, Safety, Health and Quality \(Tier I\) Inspections](#) Subject Area for information on Tier I Inspections.

Departments/Divisions designate staff to do the following:

<b>Step 1</b>	Inspect vacant and common spaces at least annually.
<b>Step 2</b>	Report deficiencies to Plant Engineering for correction or entry into project backlogs.  <b>Note:</b> Department/Divisions are not financially responsible for correcting these deficiencies.
<b>Step 3</b>	Report differences between building key plans and actual space configurations to the <a href="#">Real Property Coordinator</a> .

### References

[Environment, Safety, Health and Quality \(Tier I\) Inspections](#) Subject Area

| [Go to Previous Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.5-082004/standard/3m/3m05d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)


[Forms](#)
[Contact List](#)
[SWS Instructions](#)
[Help Desk](#)
**Find Subject Areas:**



[Show Side Menu](#)

 Search Subject Areas & Legacy Documents: 

## Definitions: Space Management

 Effective Date: **April 2003**

 Point of Contact: [Site & Facilities Master Planner](#)

Term	Definition
building	A roofed structure suitable for housing people, materials, and/or equipment, or that provides only partial protection from the weather. Buildings are considered Real Property.
common space	Space associated with the operation of a building including primary circulation corridors, bathrooms, and electrical and mechanical equipment rooms.
excess space	Space that is no longer needed by the Laboratory that can be demolished or transferred to another agency.
Exit Readiness Evaluation (ERE)	A comprehensive review that is conducted by subject matter experts to ensure that all environmental, safety, and health requirements have been met and that the departing organizational unit has removed all of their contents (personal and programmatic). This is conducted to enable the transfer of ownership back to the Laboratory for either future use or ultimate demolition or removal.
Facility Management System (FMS)	A database used by the Laboratory to track usage of all space. The database documents on a room-by-room basis usage and ownership.
Frozen Space Database	A copy of the Space Database that is used to represent the generate space charges for a given quarter without changes. The "Live" Space Database continues to be updated with changes and to generate the next quarters frozen Space Database at the appropriate time.
organizational unit	Any Department, Division, or Office identified on the BNL Organizational Chart.
portable structures	General classes of buildings that are not considered real property. This includes trailers, cargo containers, sheds, hazardous materials storage units, railroad cars, and other similar structures. Portable structures may be used to house people and/or store material or equipment.

space	All usable floor space, measured in square feet, of buildings and portable structures. Nonbuilding real property, which includes Other Structures and Facilities (OSF), are excluded from this program.
Space Point of Contact (POC)	The representative from each organizational unit who has the sole authority to obtain, maintain, manage, and return space for their specific division or directorate. There is only one Space POC for each organizational unit.
surplus space	Any unoccupied portion of a building or portable structure for which no future use is planned. When the unoccupied portion is the entire building the space is considered as "Excess Space."
unassigned space	Space that does not have a responsible (financial) group. The last occupant of the space retains ES&H responsibility and appoints a contact for the space until the space is transferred to a new group. Unassigned space is coded as follows:  Surplus - Space that is unassigned and not part of the baseline used to calculate charge-back rates. Future use is not anticipated. Vacant - Space that is unassigned and not part of the baseline used to calculate charge-back rates. Future use is anticipated.
vacant space	Any building, portable structure, or portion thereof which is temporarily unoccupied but is suitable for reuse.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-042003/standard/3m/3m00I011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms   Contact List   SBMS Instructions   Help Desk

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

---

Subject Area: **Space Management**

### Criteria for Return of Space

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

---

If the responsible organization has made alterations, additions, or modifications to a space (i.e., removed or added a wall, altered ceiling tiles), upon returning the space to the facilities unassigned space pool, the assigned organization funds the cost of returning the room to its original configuration before acceptance. Plant Engineering may accept the modified space back without modification, if it meets current business needs. However, it is strongly recommended that the Space POC be consulted before space is modified, if it is expected that the modified space will be returned to Plant Engineering Infrastructure Management (IM), as this could result in a large liability to the organization to return the space to its original condition.

If the assigned organization has made interior decorative changes to a space (i.e., generic wall paper, wall paintings, altered wall covering due to hanging of pictures), upon returning the space to IM, the responsible organization funds the cost of returning the room to its original configuration before acceptance. Plant Engineering may accept the modified space back if it meets current business needs.

Final inspection of space before return is by the Exit Readiness Evaluation (ERE) process. All ERE items assigned to the organization completed (which excludes those assigned to Plant Engineering and other support organizations) returning the space must be completed before its acceptance back into the unassigned space pool.

An exception that allows a vacating organization to leave the space without removing equipment and material and restoring the space to its original configuration is if another organization will accept the space as is. Upon doing this, any unresolved legacy issues become the new assigned organization's responsibility, and they are accountable for meeting all criteria for returning space upon vacating it. **It is strongly recommended that the organization accepting responsibility for the space make sure that all legacy issues and hazards (including radioactive materials, chemicals, and equipment) are identified.**

Space must be returned in contiguous blocks, of a size deemed reusable by other groups.

## Office Space

Returning office space to the facilities unassigned space pool requires all office equipment (typewriters, computers, printers, etc.) to be removed by the current occupant. In addition, all personal materials (files, boxes, office supplies, reading material, wall pictures, etc.) must be removed. The space must be cleared of everything that is not part of the fixed office furniture and restored to move in condition.

## Lab Space

Returning lab space to the facilities unassigned space pool requires all research material and equipment (glass containers, tools, instrumentation, computers, carts, gas cylinders, lecture bottles, etc.) to be removed by the current occupant. The vacating organization is responsible for removing all equipment, except built-in fume hoods, casework, and furniture.

hoods, casework, and furniture.

All chemicals must be removed by the vacating organization. It is the vacating organization's responsibility to take care of any chemicals or waste they have obtained or inherited and to reconcile this information with the [Chemical Management System \(CMS\)](#). See the [Working With Chemicals](#) Subject Area for information.

Flammable storage cabinets must be emptied out with the contents disposed of or transferred to somebody else. Before returning radiological lab space to the unassigned space pool, the furniture, external casework, floors, ceilings, and walls must meet the following requirements:

- No posted contamination areas;
- No fixed contamination areas abandoned within the space.

Any nonfacility system ventilation snorkels, coolant lines, or electrical disconnects that are not desired by the next occupant must be removed and properly dispositioned. Exceptions may be made if IM determines that future necessity of the equipment exists.

## Storage Space

Returning storage space to the facilities unassigned space pool requires all furniture, material, and equipment to be removed by the occupant. The only acceptable materials remaining in storage space are shelving and short and tall storage cabinets.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.1-052003/standard/3m/3m01e011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms
Contact List
FAQ Instructions
Help Desk

**Find Subject Areas:**

[Show Side Menu](#)      Search Subject Areas & Legacy Documents:

Subject Area: **Space Management**

## FY04 Space Charge Rates

Effective Date: **April 2003**

Point of Contact: [Site & Facilities Master Planner](#)

- Each organization pays rent for space from the Facilities & Operations Directorate (F&O), unless agreed to in advance, by the Assistant Laboratory Director (ALD) for F&O. Day-to-day management of space and control of all space transactions have been delegated to Plant Engineering Infrastructure Management (IM).
- No space is transferred directly from one organization to another. All space must first be returned to IM for possible re-assignment. Reassignment of space within an organization is permitted without IM concurrence, if approved by that organization's Space POC.
- All space is categorized by a space code that correlates to a charge-back rate. Space will be charged based on original intended use, not planned use. Exceptions are as follows:
  - If the space is to be renovated to allow use at a higher space-charge rate. (e.g., a storage space is converted into a laboratory or shop);
  - If a significant investment, as determined by IM, is required to bring the space to a condition where it could be used as originally intended (e.g., a degenerated laboratory used for storage, which would require a significant capital investment to function as a laboratory, would be billed at the storage rate).
  - For current rates, see [FY04 Standard Rates](#) from the BNL [Budget Office](#) Web Site.

SPACE CODE	DESCRIPTION
0	Common Space (e.g., corridors, bathrooms, and electrical and mechanical space associated with the operation of the building).
1	Normally unoccupied space, including programmatic equipment support spaces, electrical and mechanical space associated with the operation of the program, and storage spaces.
2	Normally occupied spaces, including industrial spaces, such as machine shops, tech and craft shop areas, nonlaboratory high-bay industrial areas, such as manufacturing, testing, and assembly areas, and commercial-type space, such as the Research Library or other building spaces originally designed as a library.

3	Normally occupied space, including offices, laboratories, conference rooms, and local libraries.
4	Normally inaccessible spaces occupied by large research machines including associated tunnels and caves.
5	Housing. All maintenance is charged back to the Staff Services Division.
11	Same as Type 1 space, except occupant pays for all maintenance. Responsible organization must have an "Open Work Order" with Plant Engineering so that maintenance costs can be charged.
12	Same as Type 2 space, except occupant pays for all maintenance. Responsible organization must have an "Open Work Order" with Plant Engineering so that maintenance costs can be charged.
13	Same as Type 3 space, except occupant pays for all maintenance. Responsible organization must have an "Open Work Order" with Plant Engineering so that maintenance costs can be charged.

\* An additional fuel surcharge is added by the Budget Office; see [FY04 Standard Rates](#) from the BNL [Budget Office](#) Web Site.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.4-062004/standard/3m/3m03e011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms

Contact List

EWS Instructions

Help Desk

Find Subject Areas:

Index

Categories

Alpha

Show Side Menu

Search Subject Areas &amp; Legacy Documents:

## Revision History: Space Management

Point of Contact: [Site & Facilities Master Planner](#)

### Revision History of this Subject Area

Date	Description	Management System
September 2004 -- Minor Rev. 1.6	Life Cycle Asset Management has been changed to Real Property Asset Management	Real Property Asset Management
August 2004 -- Minor Rev. 1.5	The <a href="#">Environment, Safety, Health and Quality (Tier I) Inspections</a> Subject Area replaces ES&H Standard 1.2.0, Departmental Environment, Safety & Health Inspections.	Life Cycle Asset Management
June 2004 -- Minor Rev. 1.4	In the <a href="#">Charging Space and Resolving Disputes</a> section, quarterly billing is changed to monthly billing. The Production Schedule for Space Charge Bill exhibit is deleted to reflect this change.	Life Cycle Asset Management
April 2003	<p>The purpose of the Space Management Program is to promote effective and efficient use of the Laboratory's buildings and portable structures to support achievement of Laboratory Critical Outcomes, and to provide equitable distribution of the costs associated with maintaining space.</p> <p>This subject area describes the procedures for acquiring, paying for, using, repairing and/or modifying, and returning space that is no longer required for the Laboratory's mission. It also gives</p>	Life Cycle Asset Management

procedures for requesting relocation assistance.
--

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.6-092004/standard/3m/3m00a011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)