

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 56(R)

July 21, 2003

TO: All Departments, Boards, Agencies and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

SUBJECT: SPACE ALLOCATION

1. POLICY.

In accordance with Section 4-1401(4), the Department of Property Management shall "assign space to the officers, departments and boards in City buildings."

2. PROCEDURES.

Property Management shall be notified and approve all moves into or out of City buildings or land and also, changes of use of buildings or land. This shall include the following:

- Location of a new agency;
- Relocation of an existing agency;
- Use of vacant City property;
- Discontinued use of vacant land or property;
- Exchange of locations between agencies;
- Exchanges of location within an agency.

3. CONTRACTORS.

Prior Approval

Any agency considering hiring a contractor to do work in a City building or land shall notify the Department of Property Management prior to engaging a contractor. No work shall be done on City building or land without the approval of Property Management. This shall include, but not be limited to, general contractors, electricians, plumbers, utility workers, and all others. Property Management shall be notified again when a contractor is scheduled to begin work.

4. EXCEPTIONS.

These regulations shall not apply to those buildings that Property Management has assigned to occupant responsibility.

5. INQUIRIES.

Questions concerning this should be directed to the Department of Property Management.

CLR:LRF:emk