

3.4 Accommodation and Furniture Standards Policy

Policy Statement

All departments, agencies, boards, and commissions of the Government of Nova Scotia shall procure their office space and furniture requirements in accordance with Accommodation and Furniture Standards, issued by Real Property Services, Department of Internal Services.

Rationale

Accommodation costs constitute a direct charge to the budgets of the province's various departments, agencies, boards, and commissions. However, the Department of Internal Services retains responsibility for accommodation acquisitions, oversight of related management, administration, and accounting functions, and the establishment and monitoring of accommodation policy.

Policy Objectives

The purpose of the policy is

- to set out clearly maximum allowances for general office and special purpose accommodations of employees for the Province of Nova Scotia
- to establish a standard process for the procurement of office accommodations
- to establish standards for general office and special purpose space allocations and utilization to ensure effective and efficient use of leased and owned space
- to control costs associated with space and furniture requirements.

The standards are meant to meet needs for flexibility in space planning dictated by ongoing organizational and technological changes and to encourage a more functional approach to space planning.

Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

Accountability

All branches of government are responsible for identifying their office/special purpose space and modular furniture requirements and for submitting these requirements to the Department of Internal Services.

The deputy ministers (or equivalent heads) of all departments, agencies, boards, and commissions are responsible for ensuring the organizations under their direction adhere to and follow the Accommodation and Furniture Standards policy.

The Department of Internal Services has responsibility for monitoring and reporting relative to accommodation and furniture standards, including any exceptions to these.

Monitoring

A Space Utilization Committee is responsible for implementing the policy as described and for monitoring its performance and effectiveness. Space Utilization Committee is a management committee of the Department of Finance and Treasury Board (FTB) and will include representation from FTB and the Department of Internal Services (Real Property Services) but may be expanded to include representatives from the various departments, agencies, boards, and commissions of government from time to time as deemed necessary.

Directives

The Department of Internal Services shall

- coordinate procurement of space, modular furniture, and other requirements
- arrange for approved space layouts in conjunction with client branches
- arrange for and supervise renovations to new or existing space acquired to comply with approved space plans
- contract for moving services

Client branches of government shall

- abide by standard space allowances
- follow required processes and procedures as outlined in the Accommodation and Furniture Standards
- co-operate with the Department of Internal Services in amalgamating office operations for various branches of government in order to improve overall space efficiency and to enhance client service through common points of service
- manage accommodation costs within their respective department, agency, board, or commission

Acquisitions and disposals of furniture shall be subject to the Procurement Policy, Inventory Control Policy, and Acquisitions and Disposals Policy.

Guidelines

See Accommodation and Furniture Standards, Department of Internal Services.

References

- Accommodation and Furniture Standards, Internal Services
- Facilities Procurement Guide, Department of Internal Services
- Province of Nova Scotia Policy on Government Procurement
- Inventory Control Policy
- Accommodation Rental Policy

Enquiries

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