



# GEORGIA BUILDING AUTHORITY

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## GBA Space Management Process for New or Existing Agencies Requesting GBA Space Changes

The agency is required to submit Georgia Building Authority (GBA) forms to GBA for the increase, decrease or cancellation of space in GBA owned buildings.

- GBA Space Action Form (SAF)
- GBA Space Utilization Questionnaire (SUQ)

Forms may be accessed at [www.gba.georgia.gov/space-management](http://www.gba.georgia.gov/space-management); select GBA Space Action Form or GBA Space Utilization Questionnaire.

### **Requests to decrease or cancel space:**

Tenant agencies that need to decrease or cancel space must complete the GBA SAF and submit it to [GBASpaceManagement@gba.ga.gov](mailto:GBASpaceManagement@gba.ga.gov).

**All requests must be received by April 15 each year in order to be effective for the next fiscal year. If the request to cancel or reduce space is to take effect during a fiscal year, it will be reviewed by GBA on a case-by-case basis.**

In order to proceed with requests to decrease or cancel space, the vacated space shall be marketable to future tenants. The determination will be made by GBA Facilities Operations and will be based on square footage, condition and location of affected space.

If the request to decrease or cancel space is approved by GBA Facilities Operations, it will be forwarded to GBA Financial Services for amendment to or termination of the GBA Intergovernmental Agreement (IGA). The agency shall be responsible for having the vacated space restored to standard condition per GBA Building Policies, Section VIII. Space Management. This includes, but is not limited to:

- The agency is required to cover all costs associated with removal of Data/Phone cables per NEC and NFPA codes.
- The agency is responsible for all costs associated with removal of server rooms including electrical, HVAC, raised flooring, specialized fire suppression systems and cabling.
- The agency is responsible for removal of all agency furnishings from the vacated space including the removal of white boards, bulletin boards, specialty lighting, non-standard wall cover and specialized doors, windows, etc.

A pre-inspection walkthrough by GBA with the tenant shall be held thirty (30) days prior to the release date. A final inspection meeting shall be held within 7 days of the release date in order to verify the space has been returned to the standard building condition. If the space has not been returned to the building standards as verified in the pre-inspection meeting, or no prearrangement via reimbursable work order request from the agency has been made, the agency will be invoiced on a monthly basis until the space has been returned to the standard building condition.

**Requests to increase space:**

Tenant agencies that need to increase space shall complete and submit the GBA Space Action Form (SAF) and GBA Space Utilization Questionnaire (SUQ) simultaneously to [GBASpaceManagement@gba.ga.gov](mailto:GBASpaceManagement@gba.ga.gov).

- GBA shall input the data from the SAF and SUQ to develop the agency's Space Utilization Program (SUP).
- GBA Facilities Operations will complete building programming space.

The SAF for the space increase will be reviewed by GBA Facilities Operations to determine if applicable vacant space exists.

- If applicable space exists, GBA's Director of Facilities Operations or the Asset Manager will show the spaces to the requesting agency.
- If the requesting agency accepts the space, the SAF with the effective date will be submitted to GBA Financial Services to amend the tenant's GBA IGA.
- If improvements are needed, the agency tenant coordinator will submit a design/estimate work order through the GBA Tenant Services: [tenantservices@gba.ga.gov](mailto:tenantservices@gba.ga.gov).
- The Asset Manager will work with the agency on their space needs based on the SUP to develop a design and estimate for the renovation.
- Upon approval of the floor plan design/estimate, the agency will submit a request for the reimbursable work order through GBA Tenant Services.
- The agency will be responsible for all associated costs for the renovation of the space.

If your agency has additional questions or concerns, please contact GBA Facilities Operations at (404) 657-1306.

Sincerely,



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