



AP0500 - LEASED SPACE, MANAGEMENT OF

1.0 PURPOSE

To outline the principles and guidelines for the management of leased space throughout Interior Health.

2.0 DEFINITIONS

3.0 POLICY

Facilities Management will budget for and manage all leased space.

Approval of leases and rentals of space and property must follow the Interior Health [Signing Authority Policy](#).

All current agreements for leased space will be reviewed prior to the date of expiry with the intent not to renew or initiate new agreements when existing vacant space in Interior Health-owned facilities can be utilized. This policy is in keeping with the integrated delivery of care within Interior Health to support the continuum of patient/client care.

4.0 PROCEDURES

4.1 Managers

- Transfer all budgets for leased space based on the last year as stated within the lease, tenant improvements, approximate additional rents to Facilities Management.
- Budget for moves as follows:

Item	Responsibility
Moving expense costs	Department
Leasehold improvement costs including new/relocated equipment such as data lines, phone switches, computer servers	Department
Costs to replace "built-in" furniture that will not be moved to new location	Department
Costs for additional computers or furniture requirements.	Department
Use savings from expired and/or cancelled leases will be used for inflationary pressures in base rent and operating costs.	FM

4.2 Facilities Management Space Planning

- Manage leases centrally through Facilities Management
- If space is vacated in an Interior Health-owned facility or building:

Policy Sponsor: Vice President, Residential Services and Chief Financial Officer		1 of 2
Policy Steward: Project Coordinator - Leasing		
Date Approved: September 2002	Date(s) Reviewed(r)/Revised(R): September 2005 (R) April 2009 (R)	



- Relocate a department or group of Interior Health employees currently utilizing leased space to the vacated space.
- Prior to expiry of current agreements for leased space:
 - Conduct a review to determine whether there is vacant space within an Interior Health-owned building or facility that can accommodate the space requirements similar to those currently provided within a leased arrangement.
 - Work in conjunction with individual departments and/or users regarding the design & development of the new space.
 - Determine approximate costs of the lease, and ongoing expenses

Note: The following is provided for convenience, and if there is a discrepancy with the Spending Authority Policy, the current version of the [Signing Authority Policy](#) will be deemed correct

5.0 REFERENCES

1. [AP0700 Signing Authority Policy](#)

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