

STANDARD APPROVAL FORM
Bureau of Building, Grounds and Real Property Management
GENERAL

Project GS#/Name: 900-000 General Business
Institution/Agency:
The Bureau of Building, Grounds and Real Property Management approves the following:
<p>Deletion from inventory reporting is not specifically required per Code. However, the Inventory of Buildings or Capital Facilities Study is required by Code 31-11-27. The Bureau of Building, et al, is just the reporting Bureau. This accompanies the yearly BoB Legislative Budget Office Report.</p> <p>In 2003, PPRB added "deletion from building inventory" to their purview at the request of RPM but not per Code; therefore, in 2004 PPRB moved the responsibility from PPRB to BoB Director. The basis behind this purview was most likely due to the Code speaking to Inventory of Building/Capital Facilities Study.</p> <p>Code 39-7-22 speaks to Archives antiquities law and EPS Rules/Regulations 61.145 speaks to DEQ hazardous requirements.</p> <p>The Bureau of Building, in conjunction with the MEMA, has implemented a new GIS / Web-based Inventory System which will map all State-owned buildings, as well as house the data related to each building. With the new GIS / Web-based System, Using Agencies will update information in that system (in real time) rather than fill out the Inventory of Buildings spreadsheet each year.</p> <p>Based on December 2004 moving the responsibility from PPRB to BoB, Administrative Procedures with SoS were handled at that time for the PPRB procedures. Inventory of Building is per Code accompanied by Deletion from Inventory and is not in the Procedure Manuals (RPM Manual speaks to "leasing" for Using Agencies and BoB Manual speaks to construction projects);</p> <p>therefore, it is not a BoB administrative procedure and does not require Administrative Procedures changes with SoS.</p> <p>Based on the new GIS / Web-based Inventory System, the BoB is handling their delegation of Deletion from Buildings with a revised policy effective June 1, 2015, as follows:</p> <p>The policy effective June 1, 2015, for Deletion from Inventory of Buildings is to log into the respective GIS / Web-based Inventory System and delete or add said building.</p> <p>Institution/Agencies should keep in mind the Department of Archives Antiquities Code and the EPS / Department of Environmental Quality rules/regulations regarding building deletions and demolitions.</p> <p>AND attach these documents and their respective approval letters to the GIS / Web-based Inventory System.</p> <p>Institution/Agencies will be notified by mass email and on the BoB web under "Information for Using Agencies" regarding the above.</p>

ORIGINATOR	Tricia G. Weir, Contract Analyst Senior	DATE: 06/01/2015
FINANCIAL REVIEW	Burton Spencer, Director, Division of Administration & Finance	DATE: 06/04/2015
APPROVAL	Mario G. Smith, Bureau Assistant Director	DATE: 06/04/2015
APPROVAL	 Glenn R. Kornbrek, Bureau Director	DATE: 06/06/2015