



**ECONOMIC DEVELOPMENT AGENCY  
ANNUAL SPACE OCCUPANCY CERTIFICATION  
APRIL 20, 2011**

PRESENTED BY:  
ALMA AVILA  
ELAINE KIST

1

## **Authority**

Pursuant to Board of Supervisors' Policy No. H-27, and in accordance with Board Policy H-9, Facilities Management shall establish and maintain a comprehensive space management system that enables the department to:

- ▶ Inventory all county owned and leased space.
- ▶ Track allocations of space to county departments and other entities occupying county-owned or leased space.
- ▶ Perform space planning services on behalf of other county departments.
- ▶ Ensure that county space is utilized efficiently and completely.

2

## Annual Space Occupancy Certification Purpose

- ▶ Capture accurate inventory of County owned buildings and structures.
- ▶ Serves as a basis for the County's Master Building List for square footage, custodial, maintenance, and utility charges, which does not include common core\* or leased space.
- ▶ Allows departments to review and verify their space usage and make needed corrections.

\* Common core areas consist of: mechanical rooms that serve more than one department; janitorial rooms that serve more than one department; restrooms that serve more than one department; and public or private egress that serves more than one department (hallways, elevators, etc).

3

## Process

- ▶ Building List Inventory.
- ▶ Develop Agency Key Contact(s).
- ▶ Departments Work Together.
- ▶ Eliminate Duplication – cost savings to County.
- ▶ Share Information/Concerns.



4

## Sample Building List

### Riverside County Building List By City (ALL)

(CO-CD=County Owned/County Occupied, CO-DO=County Owned/Other Occupied, CO-FL=County Owned/Fully Leased, CO-PL=County Owned/Partial Leased, CL-PL=County Land/Partial Lease, O-CD=Other Owned/County Occupied, O-HA=Housing Authority, O-DO=Other Owned/Other Occupied, CM-AZ=County Maintained/State Owned (Light Maintenance by County, CM-CO=AZ=County Owned/State Occupied (Heavy Maintenance by County) CO-SU=County Owned/Special Use

Buildg ID	Address	Built	Floor	Building Name	Department	Department Use	SF FT	Cost	Maint	Date Verified	Move-In Date	Type
<b>Artes</b>												
AZ471	55550 Hwy371	1969	1	AZ FIRE 29	Fire Department	Artes Fire Station #29	2,200	No	No			O-DO
						AZ471 Total Bldg Square Ft	2,200					
AZ4702	41610 Lake Shores Blvd	2003	1	AZ FIRE 77	Fire Department	Lake Riverside Fire Station #77	1,000	No	No			O-DO
						AZ4702 Total Bldg Square Ft	1,000					
AZ4703	43644 Cowling County Trl	1	1	Lake Riverside	Public Safety Emergency Communications (PSEC)	Lake Riverside Microwave Tower	0		No	01/08/2009		CO-DO
						AZ4703 Total Bldg Square Ft	0					
						City Percentage of T1, County Square Ft	0.00%					
						City T1, Square Ft	0.00					
<b>Banning</b>												
BA101	135 Alessandro Rd	1951	0	BA-GAC - Bldg Courts	Common Core	HALL, Restrooms, ETC.	2,240	Yes	No	06/06/2009		DM-ACC
135 Alessandro Rd	1951	1	0	BA-GAC - Bldg Courts	Common Core	HALL, Restrooms, ETC.	1,241	Yes	Yes	06/06/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	Common Core	HALL, Restrooms, ETC.	2,033	Yes	Yes	07/28/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	DISTRICT ATTORNEY	District Attorney	2,033	Yes	Yes	07/28/2009		DM-ACC
135 Alessandro Rd	1951	1	0	BA-GAC - Bldg Courts	PROBATION	Offices	2,076	Yes	Yes	05/05/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	PROBATION	Probation	811	Yes	Yes	07/28/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	PUBLIC DEFENDER	Public Defender	347	Yes	Yes	07/28/2009		DM-ACC
135 Alessandro Rd	1951	0	0	BA-GAC - Bldg Courts	SUPERIOR CT OF CA-9	Courthouse / Court Offices	4,206	Yes	No	06/06/2009		DM-ACC
135 Alessandro Rd	1951	1	0	BA-GAC - Bldg Courts	SUPERIOR CT OF CA-9	Courthouse / Court Offices	3,208	Yes	No	06/06/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	SUPERIOR CT OF CA-9	Courthouse / Court Offices	832	Yes	No	07/28/2009		DM-ACC
135 Alessandro Rd	1951	2	0	BA-GAC - Bldg Courts	DISTRICT ATTORNEY	District Attorney	178	Yes	Yes	02/11/2009		DM-ACC
						BA101 Total Bldg Square Ft	26,992					
BA102	167 N Alessandro St	1961	1	BA-COMM	INFORMATION TECHNOLOGY	Communication Building	450	No	Yes			CO-DO
						BA102 Total Bldg Square Ft	450					
BA103	1626 Hargrave Street	1970	1	SCP - West Tower	SHERIFF	SCP West Tower	200	No	Yes			CO-DO
						BA103 Total Bldg Square Ft	200					
BA104	1626 Hargrave Street	1970	1	SCP - Maintenance	SHERIFF	SCP Maintenance	4,055	No	Yes			CO-DO
						BA104 Total Bldg Square Ft	4,055					
BA105	1626 Hargrave St	1968	1	BRCC	SHERIFF	SCP Bldg # 8 & 9 (Demol)	10,816	No	No			DEMOTD
March 07, 2011											Page 1 of 73	

## Building Inventory List

- ▶ BUILDING ID – County Building Number.
- ▶ ADDRESS Column – Building Address.
- ▶ BUILT – Year Built.
- ▶ FLOOR – Floor Occupancy.
- ▶ BUILDING NAME – Building name or description.
- ▶ DEPARTMENT – Name of department.
- ▶ DEPARTMENT USE – Department or Division Occupancy.

## Building Inventory List (cont'd)

- ▶ SQUARE FEET – Total allocated square feet.
- ▶ CUST – Custodial Services – Yes or No.
- ▶ MAINT – Maintenance Services – Yes or No.
- ▶ DATE VERIFIED – Occupied space verified by Space Management Division.
- ▶ MOVE-IN DATE – Date department moved into space.

7

## Building Inventory List (cont'd)

### ▶ TYPE – Type of Occupancy

CO-CO = County Owned/County Occupied  
 CO-OO = County Owned/Other Occupied  
 CO-FL = County Owned/Fully Leased  
 CO-PL = County Owned/Partially Leased  
 CL-PL = County Land/Partial Lease  
 O-CO = Other Owned/County Occupied  
 O-HA = Other/Housing Authority  
 O-O = Other Owned/Other Occupied  
 CM-AOC = County Maintained/State Owned (Light Maintenance by County)  
 CM-CO-AOC = County Owned/State Occupied (Heavy Maintenance by County)  
 CO-SU = County Owned/Special Use

8



## Sample Space Allocation Certification

City	Bldg ID	Address	Floor	Building Name	Dept	Department Use	SF FT	Cust	Main	Type	Changeback Information					Level 4 Dept ID for COWCAP	
											Acct	Fund	Dept	Project	Program		Class
Bythe	BL317	300 N Broadway	1	BL CAC C	Riverside Co Dept of Child Services	Child Support Services	1,079	Yes	Yes	CO-CO							
Home	HM602	880 N State St	1	HM CAC B	Riverside Co Dept of Child Services	Child Support Services	1,339	Yes	Yes	CO-CO							
Indo	IN738	47-950 Arabia	1	Indo - Arabia Pt	Riverside Co Dept of Child Services	Child Support Services	26,000	No	No	CO-CO							
<b>Grand Total</b>							<b>28,418</b>										

Date \_\_\_\_\_ DEPARTMENT HEAD (OR DESIGNEE) NAME \_\_\_\_\_  
 \_\_\_\_\_  
 DEPARTMENT HEAD (OR DESIGNEE) SIGNATURE \_\_\_\_\_

## Sample Completed Space Allocation Certification

City	Bldg ID	Address	Floor	Building Name	Dept	Department Use	SF FT	Cust	Main	Type	Changeback Information					Level 4 Dept ID for COWCAP	
											Acct	Fund	Dept	Project	Program		Class
Bythe	BL317	300 N Broadway	1	BL CAC C	Riverside Co Dept of Child Services	Child Support Services	1,079	Yes	Yes	CO-CO	522310	10000	230010000	N/A	N/A	N/A	Same
Home	HM602	880 N State St	1	HM CAC B	Riverside Co Dept of Child Services	Child Support Services	1,339	Yes	Yes	CO-CO	522310	10000	230010000	N/A	N/A	N/A	Same
Indo	IN738	47-950 Arabia	1	Indo - Arabia Pt	Riverside Co Dept of Child Services	Child Support Services	26,000	No	No	CO-CO	520540	10000	230010000	N/A	N/A	N/A	Same
<b>Grand Total</b>							<b>28,418</b>										

Date \_\_\_\_\_ DEPARTMENT HEAD (OR DESIGNEE) NAME \_\_\_\_\_  
 \_\_\_\_\_  
 DEPARTMENT HEAD (OR DESIGNEE) SIGNATURE \_\_\_\_\_

## TIMELINE

- May 9<sup>th</sup> – Send certifications to departments.
- June 6<sup>th</sup> - Return certifications to EDA/FM.

13

## QUESTIONS?



### Contacts:

Gabriela de la Rosa 955-9657

Elaine Kist 955-4927

14