

# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 500.04
SUBJECT: USE OF CITY FACILITIES	INITIAL EFFECTIVE DATE: 10/05/84
TITLE: MUNICIPAL BUILDING SPACE ALLOCATION	LAST REVISION DATE:

### ADMINISTRATIVE DIRECTIVE:

The City of Denton recognizes the potential value of a well-planned office environment to provide each employee the most efficient, comfortable, and "easy to work in" office possible. The layouts are based on work flow and working relationships between people and departments/divisions involved. Careful attention is paid to many details to preserve the flexibility of arrangement, improve communications, provide the right degree of visual and acoustical privacy, combine colors in pleasing arrangements, and provide more efficient employee and work flow circulation within the office (keeping walking distances short and direct). In order to maintain and take advantage of the benefits of the planned office concept, the following directives are established:

- I. Space availability is of great concern to everyone located in the Municipal Building. Consequently, it is critical that all available space be carefully reviewed for proper allocation to ensure overall organizational effectiveness. The Program Administrator in charge of Building Services is responsible for all space allocation within the Municipal Building.
- II. Requests for available space in the Municipal Building should be forwarded to the Program Administrator's office for review and consideration. All space is to be specifically assigned according to the City's overall needs and is **NOT** "up for grabs." No space is to be occupied without prior approval by the Program Administrator in charge of Building Services.
- III. Any and all space available will be allocated and assigned by the Program Administrator based upon a thorough and critical review of each department's needs and urgency. Anyone occupying space without prior authorization by the Program Administrator will be asked to vacate when the space is properly allocated based on overall organizational needs.