

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**RENTAL OF SALT LAKE COUNTY GOVERNMENT CENTER SPACE**

**Purpose -**

The purpose of this policy is to set forth terms and conditions under which maintenance materials, labor and contract costs and maintenance responsibilities are allocated for tenants in the Salt Lake County Government Center.

**1.0 Definitions**

- 1.1 Tenant Agency - Any agency that is part of the Salt Lake County Government and uses space within the Salt Lake County Government Center.
- 1.2 Non-County Tenants - Any organization that is not part of Salt Lake County Government and uses space within the Salt Lake County Government Center.
- 1.3 Facilities manager - The Salt Lake County Mayor as represented by the Director of the Salt Lake County Division of Facilities Management.
- 1.4 Memorandum - Agreement between the Facilities manager and the Tenant Agency

**2.0 Grant of Agreement**

The Facilities Manager shall allocate tenant agencies floor areas, rooms and parking areas in the Salt Lake County Government Center, 2001 South State Street, under the terms and conditions of County Policy 1043. The memorandum shall be executed by the Facility Manager and the Tenant Agency, and shall remain in force until such time that the rental rate changes, the floor area occupied by the agency changes or building equipment is added or removed from the space.

**3.0 Rent**

- 3.1 The Tenant Agencies shall pay to Salt Lake County Government Center Operations as rent for said office space and reserved parking a sum as established by the County Council in consultation with the County Mayor.
- 3.2 The rent will be based on the total floor area and the total reserved parking spaces.
- 3.3 The rent to Tenant Agencies shall be billed on a monthly basis through the Salt Lake County internal service billing program.
- 3.4 The rental rate may subsequently be modified by the Council and it is not negotiable by Tenant Agencies.
- 3.5 Rental rate and payments schedules will be defined in an agreement between Non-County Tenants and Salt Lake County.

**4.0 Vacation of Premises at Termination**

- 4.1 Upon vacation of all or part of assigned space the Tenant Agency shall yield and deliver up said premises to the Facilities Manager in as good order and condition as when the same was entered upon by the Tenant Agency, reasonable use and wear thereof, damage by fire and casualty not the fault of the Tenant Agency, and damage by elements excepted there from.
- 4.2 Exchange of space between agencies or vacation of space shall be referred to the Director of Facilities Management.

## **5.0 Facilities Services**

- 5.1 The Facilities Manager shall be responsible for repair and scheduled preventive maintenance on the following items, unless such maintenance is required as a result of the willful or negligent actions/non-actions of the tenant agency or its employees or agents:
  - 5.1.1 roof
  - 5.1.2 elevator/escalator
  - 5.1.3 exterior walls
  - 5.1.4 structure
  - 5.1.5 common areas
  - 5.1.6 exterior and interior landscape
  - 5.1.7 heating
  - 5.1.8 emergency power system
  - 5.1.9 ventilation and air conditioning equipment
  - 5.1.10 electrical equipment, ceiling light fixtures and tubes, desk light fixtures and tubes
  - 5.1.11 door locks and furniture locks
  - 5.1.12 overhead doors
  - 5.1.13 drinking fountains
  - 5.1.14 parking lot
  - 5.1.15 common area rest rooms and public meeting rooms not assigned to a particular County Agency or County Tenant.
  - 5.1.16 Council Chambers and the atria in the North and South Buildings
  - 5.1.17 routinely scheduled painting and repair of interior surfaces
  - 5.1.18 routinely scheduled cleaning and repairs of carpets and furniture

- 5.1.19 janitorial service
  - 5.1.20 window glass breakage
  - 5.1.21 trash and snow removal
  - 5.1.22 hanging pictures or plaques in the common areas
  - 5.1.23 council chamber lighting, sound system & recording
  - 5.1.24 routinely scheduled carpet and furniture replacement
  - 5.1.25 security
  - 5.1.26 any space modifications that are the result of a reorganization caused by the Council/County Mayor
  - 5.1.27 labor for recycling of office materials
  - 5.1.28 furniture necessary to accommodate a disability included under the Americans with Disabilities Act
- 5.2 The Facilities Manager shall provide tenants with office keys and furniture keys.
- 5.3 For any nonscheduled, agency-requested work the Tenant Agency shall make a request by work order to the Facilities Manager and will be billed on a monthly basis for the following types of items:
- 5.3.1 hanging pictures
  - 5.3.2 moving furniture
  - 5.3.3 rearranging work stations
  - 5.3.4 building cabinets or shelves
  - 5.3.5 repairing plumbing systems within the tenant's designated space
  - 5.3.6 repairing cooling or ventilation systems designed solely for the use of the Tenant Agency
  - 5.3.7 repairing electronic systems designed solely for the use of the Tenant Agency
  - 5.3.8 special requests to clean furniture or carpet

- 5.3.9 installing communications cable
  - 5.3.10 replacing keys and access cards
  - 5.3.11 any maintenance building modifications or new furniture/fixture acquisitions required specifically for the Tenant Agencies use.
- 5.4 The Facilities Manager will perform scheduled maintenance on all equipment designed solely for the Tenant Agencies function and the responsible Tenant Agency shall be billed monthly through internal billing.

## **6.0 Space Modifications/Improvements**

- 6.1 No alterations, additions, or improvements, including changes in furnishings or decor, may be made by Tenant Agency to the premises without first obtaining prior written approval of the Facilities Manager.
- 6.2 The Tenant Agency shall not construct or place any sign on the premises without first obtaining the prior written approval of the Facilities Manager.
- 6.3 The ownership of any and all permanent improvements and repairs that the Tenant Agency shall make or install in or on the said premises shall remain with the premises.
- 6.4 The Tenant Agency shall make a formal request to both the Mayor and the Facilities Manager for any building modification with a greater cost than \$10,000.
  - 6.4.1 The capital project may not be initiated unless the funds are approved by the Council for the specified project.
  - 6.4.2 The cost shall be determined by Facilities Management and shall consist of the sum of design, labor and materials.
  - 6.4.3 This request shall be made according to the Auditor's procedures for annual budget and it shall be approved by the Capital Construction Committee.
- 6.5 If the Tenant Agency purchases office furniture to enhance their space the furniture must be selected and approved by the Facilities Manager. The furniture will become a permanent asset of the Government Center.

## **7.0 Change in Assigned Space Area**

- 7.1 Agencies requesting a change of assigned space should submit a letter outlining the details to the Director of Facilities Management.
- 7.2 The Director of Facilities Management will coordinate the necessary activities to define the details of the space changes.

7.3 The Director of Facilities Management will provide the agency with a new Memorandum.

#### 8.0 Utilities, Taxes and Insurance

8.1 Facilities Manager shall be responsible for utilities, premises insurance and contents insurance on County owned furniture and equipment.

8.2 The Tenant Agency shall be responsible for all telecommunications costs. The Tenant Agency shall be responsible for the costs of obtaining and maintaining all telecommunications equipment through facilities services.

8.3 The Tenant Agency or Non County Tenant shall be responsible for the costs of installing communications cable through the Facilities Management Division.

#### 9.0 Subletting or Assignment

9.1 Tenant Agency will not sublet said premises or any portion thereof or assign this agreement.

#### 10.0 Entry and Inspection

10.1 The facilities manager shall have right of access to the premises or any part thereof.

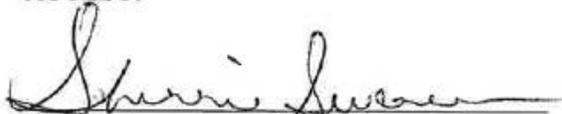
10.2 Said access shall be afforded at all reasonable times for the purpose of inspecting the premises, for necessary repairs and maintenance, for enforcement of the provisions hereof or for any other necessary or reasonable purpose of the facilities manager.

APPROVED AND PASSED THIS 20th DAY OF December 2000.

BOARD OF COMMISSIONERS OF  
SALT LAKE COUNTY

  
Mark Shurtleff, Chair

ATTEST:

  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

  
District Attorney's Office      12/14/00  
Date