

SECTION 1-2: HHS FEDERAL FACILITY MANAGEMENT POLICY

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1-2-00 POLICY

HHS Real Property Management will foster mission success through initiatives and practices that promote occupant productivity and efficiency. HHS will maximize the benefit derived from available resources and timely delivery of those benefits through efficient and effective portfolio management. Appropriate stewardship of HHS owned, leased, or otherwise managed properties includes full and balanced consideration of socio-economic, environmental, and cultural national priorities.

- A. In accordance with the Federal Management Regulation (FMR), executive agencies must ensure that the management, operation, maintenance, and disposal of Government-owned and leased buildings is performed in a manner that provides for quality space and services consistent with operational needs and accomplishes overall Government objectives. The management, operation, and maintenance of buildings and building systems must:
 1. Ensure a safe and healthy workplace free of environmental and other hazards;
 2. Be cost effective and energy efficient;
 3. Be adequate to meet the agencies' missions;
 4. Be in compliance with applicable statutory and regulatory mandates;
 5. Meet nationally recognized and relevant standards; and
 6. Be at an appropriate level to maintain and preserve the physical plant assets, consistent with available funding.

- B. Expanding upon the FMR standards, the Federal Real Property Council (FRPC) has established guiding principles for all Federal Agencies to integrate with their real property management initiatives. HHS embraces and adopts the Federal Real Property Council's (FRPC) ten guiding principles applicable to Federal real property asset management and will align HHS-specific asset management objectives and requirements with those principles including:
 1. Support agency missions and strategic goals
 2. Use public and commercial benchmarks and best practices
 3. Employ life-cycle cost-benefit analysis
 4. Promote full and appropriate utilization
 5. Dispose of unneeded assets
 6. Provide appropriate levels of investment
 7. Accurately inventory and describe all assets
 8. Employ balanced performance measures
 9. Advance customer satisfaction
 10. Provide for safe, secure, and healthy workplaces

1-2-10 PROCEDURES

Executive agencies must manage, administer, and enforce the requirements of agreements (such as Memoranda of Understanding) and contracts that provide for the delivery of occupancy services. Executive agencies must provide occupancy services that substantially conform to nationally recognized standards. As needed, executive agencies may adopt other standards for buildings and services in federally controlled facilities to conform to statutory requirements and to implement cost-reduction efforts.

Executive agencies with delegation of authority from GSA must provide building services, such as custodial, solid waste management (including recycling), heating and cooling, landscaping and grounds maintenance, tenant alterations, minor repairs, building maintenance, integrated pest management, signage, parking, and snow removal, at appropriate levels to support Federal agency missions.

1-2-20 GUIDANCE AND INFORMATION

Investment, operational, and disposal decisions with regard to agency real property assets need to be integrated with and supportive of core mission activities to effectively manage and optimize real property assets. To facilitate integrating real property asset management decisions with the agency mission requires two elements – a clear understanding of the agency’s mission that drives the allocation and use of all available resources (human capital, physical capital, financial capital, and technology/information capital) and an effective decision-making framework. HHS facilities shall be operated and maintained to best meet the functional, safety, and environmental needs of the programs and missions they house.

- **Environmental and Functional Needs:** HHS shall operate and maintain an environment in which occupants can perform their work with maximum efficiency. Real Property Management decision-making will support agency missions and strategic goals. Appropriate levels of investment will be made to protect real property assets and to advance customer satisfaction.
- **Safety, Health and Security:** HHS buildings shall operate and maintain an environment that is safe and healthy for occupants, and that, to the greatest extent possible, offers them maximum protection during emergencies or disasters.
- **Economy:** HHS facilities shall be operated and maintained at the most reasonable cost in terms of combined recurring and one-time expenditures, without compromising other mission requirements. HHS will accurately inventory and describe all of its assets in order that full and appropriate utilization of space can be promoted. Life-cycle cost-benefit analysis shall be employed to explore alternatives for satisfying new requirements. HHS will dispose of unneeded assets in accordance with all applicable Federal laws and regulations.
- **Conservation and Resources:** Energy and water conservation shall be given prime consideration in the operation and maintenance of HHS buildings. Products, materials, and systems shall be selected with a view toward minimizing the use of nonrenewable resources.
- **Preservation of historic and cultural resources** shall be given full consideration in maintenance and operations of HHS controlled real property assets and all federally assisted undertakings.