

**MANAGEMENT MEMO**

NUMBER:

**MM 04-17**

SUBJECT:

DATE ISSUED:  
JUNE 24, 2004DEPARTMENT OF GENERAL SERVICES BUILDING  
OCCUPANCYEXPIRES: ONE YEAR  
FROM ISSUE DATE

REFERENCES:

SAM SECTIONS 1300, 1310.3, 1321.2, 1322.1, 1321.12, 1321.17,  
1330.1, 1330.3,ISSUING AGENCY:  
DEPARTMENT OF  
GENERAL SERVICES  
(DGS), REAL ESTATE  
SERVICES DIVISION  
(RESD)

**PURPOSE** To provide notification that SAM Section 1300 is being updated to establish and apply a uniform set of terms and conditions for state agencies that occupy space within office buildings under the jurisdiction and control of DGS and to attach a weblink to access the new Building Occupancy Policy.

**INFORMATION** The updated policy outlines RESD obligations to provide services identified and included in rental rates as set by the DGS Price Book.

Also delineated are occupant responsibilities with regard to occupancy term, termination/backfill requirements, safety and code compliance, and other terms of occupancy.

This policy consolidates building occupancy requirements into one area in SAM, provides more detail, and covers more specific areas than what is in the SAM sections referenced above. The document is available via web link [www.resd.dgs.ca.gov/Publications](http://www.resd.dgs.ca.gov/Publications) which is also embedded in SAM Section 1310.

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Original Management Memo signed by Ron Joseph, Interim Director

**SIGNATURE**


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Ron Joseph  
Interim Director