

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** MANAGEMENT OF DEPARTMENT FACILITIES**POLICY NO.** 140

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**PURPOSE::** To assign responsibility and accountability for the planning, alterations and use of Departmental facilities.**POLICY::** The Facilities Support Services Division is responsible for coordinating Departmental efforts in:

1. Allocating space per the Department's Space Assignment System.
2. Leasing of facilities.
3. Obtaining space valuations, including rental values, for the purpose of leasing DHS facilities or otherwise authorizing facility use by non-County groups.
4. Developing Capital Project programs for the Department.

The Service Directors are responsible for proper use of facilities and space assigned to their organization units including:

1. Use by non-County groups for meetings or fund raising events.
2. Representing user interests in the development of Capital Project plans and during the construction phase.

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**EFFECTIVE DATE:** Oct 07, 1983**SUPERCEDES:** November 24, 1975**APPROVED:** Signature on File