

SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: LEASED SPACES

PROCEDURE 8.27

POLICY: Spaces leased by the University and occupied by University personnel are owned by a non-UW landlord. As such, most maintenance, janitorial services, improvements and other building or space administration concerns need to be approved by the landlord or building manager, rather than being handled by through contracts established by UW Procurement.

PROCEDURE:

UW Real Estate maintains a guide for UW Departments occupying Leased Space.¹ Tenant Improvements, space modifications, janitorial concerns, air quality, temperature and other concerns regarding the space should be addressed with the landlord. If the landlord does not respond adequately, or additional advice is required, the department should contact UW Real Estate to discuss potential options. Issues regarding the lease or additional space should be communicated to UW Real Estate.

UW Procurement Services may be involved in purchasing furniture, fixtures and/or equipment for a leased space. However, if Procurement Services personnel are aware that such items will be installed in a leased space, Procurement Services personnel should ensure that such installation is in accordance with the lease or has been approved by the landlord or building manager.

¹ Available at: <http://f2.washington.edu/reo/departments/current>