**Section 5000.200 General Policy and Responsibility**

The following policies shall govern the acquisition, assignment and utilization of owned and leased office buildings and other space:

a) In providing general purpose space, DCMS will establish and maintain a balance between functional efficiency of agencies served and economy in space use. Due regard shall be given to maintaining and providing safe and healthful working conditions and to public convenience.

b) Maximum use shall be made of existing State-owned permanent buildings which are adequate or economically adaptable to the space needs of the agencies.

c) Leased space shall be acquired only when satisfactory State-owned or controlled space is not available. Alterations and improvements to leased space shall be avoided or minimized to the extent practical.

d) Space planning and assignments shall take into account the objective of consolidating agencies and constituent parts thereof in common or adjacent space to improve management and administration.