**Section 5000.210 Requests for Space/Agency Responsibilities**

a) Agencies shall indicate their space needs by submitting a Space Request form to the DCMS office responsible for the geographic area in which the space is required.

b) Agencies shall give the Department of Central Management Services early notice of new or changing space requirements. Each agency shall provide information as may be required by the Department of Central Management Services.

c) Agencies shall economize in their requirements for space and alterations thereto. Agencies shall review continuously their needs for space taking into account the feasibility of centralizing or decentralizing service or activities which can be carried on without excessive cost or significant loss of efficiency.

d) Each agency head shall certify the need for space required, the number of personnel to occupy the premises and the availability of funds on each Space Request submitted to DCMS.

e) Agencies shall cooperate and assist the Department of Central Management Services in carrying out responsibilities with respect to buildings and space.

f) Each agency shall designate a coordinator to deal with DCMS on real estate matters.

(Source: Amended at 46 Ill. Reg. 3106, effective February 14, 2022)