

obtaining any information in the possession of these agencies which may affect space requirements or assignments.

3. The Department of General Services, in the management of office space, shall formulate programs and initiate space requirement actions, after certification by the Department of Budget and Fiscal Planning as to the need for the space requested and the availability of funds in the agency budget to provide such space, consistent with the following objectives:

(a) Primary consideration shall be given to the utilization of existing State-owned buildings which can accommodate or are economically adaptable to meet space requirements of agencies.

(b) Office space owned by the private sector shall be considered only when satisfactory State-owned space is not available, and at square foot rental rates generally not to exceed prevailing rates in the area for comparable facilities.

(c) The quality of office space shall be appropriate for the efficient and economic performance of agency programs, affording safe and convenient conditions of employment, with due regard to the convenience of the general public.

(d) Space planning, utilization and assignments shall, whenever possible and practicable, be undertaken with the objective of consolidating agencies in common space for the purpose of improving administration.

4. Every agency, in carrying out their responsibilities respecting buildings and space, shall assist and cooperate with the Department of General Services by instituting procedures to insure early notice of anticipated new or changing space requirements.

5. All rules, regulations, forms, orders and directives promulgated by the Department of Budget and Fiscal Planning or any other agency with respect to the leasing matters and the related duties, powers and responsibilities delegated by this Order to the Department of General Services, shall remain in effect unless and until changed by the Secretary of General Services. All rules,