

Accommodation Manual

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Overview

Purpose of the Accommodation Manual

This document provides an overview and guideline of accommodation services provided in buildings operated and maintained by the Ministry of SaskBuilds and Procurement. It is posted on the Government of Saskatchewan employee website, <https://taskroom.sp.saskatchewan.ca>, and is updated periodically.

Operations and Service Delivery Division (OSD)

The Ministry of SaskBuilds and Procurement (SBP) manages an extensive property portfolio and provides centralized support services to executive government ministries and public agencies.

The Government of Saskatchewan (GOS) occupies buildings across the province, most of which are owned, leased, and/or managed by SBP. These buildings include office buildings, equipment storage buildings, equipment repair depots, healthcare facilities, correctional centres, post-secondary education buildings, courthouses, and museums.

Property Management works closely with a broad range of clients and partners to deliver excellent service.

Infrastructure Design and Delivery Division Role
Integrated Capital Planning, realty services, asset management, project planning and delivery are provided by the Infrastructure Design and Delivery (IDD) division.

Regions

The province is divided into north and south regions. Each region is responsible for ensuring buildings and other assets are maintained and operated efficiently and supporting government ministries' programs and service delivery needs.

South

The south region includes the major centres of Regina, Yorkton, Moose Jaw, Swift Current, Weyburn, Estevan, Melville, and many smaller communities.

North

The north region includes the major centers of Saskatoon, Prince Albert, Humboldt, North Battleford, Lloydminster, Kindersley, Meadow Lake, Buffalo Narrows, La Ronge, Tisdale, Melfort, Nipawin, Uranium City and Stony Rapids, as well as many smaller communities.



Overview of Services Provided to Clients

Accommodation services for clients are provided jointly by IDD and OSD.

Property Management

The Property Management branches have a mandate to deliver property management services. Key responsibilities include:

- Building operations, maintenance, and management,
- Promote safety and ensure work is done in the safest way/environment,
- Accommodation services (including lease administration and management), and
- Contract performance management.

Building Services

Building Services provides engineering services, building safety services, cost estimates to clients, asset management, long-range capital planning, environmental building management services and support, as well as processing of grants-in-lieu of property tax requests. In addition, there is a construction and preventive maintenance team that conducts regular preventative maintenance on building components.

Program and Service Design

The Program and Service Design Branch of OSD works with clients to develop operating agreements and memorandums of understanding to accommodate their programs and present the best value to government.

Capital and Space Planning

The Capital and Space Planning unit within IDD's Project Planning and Delivery branch works with clients to develop strategic long-term and portfolio planning. This includes needs assessments, Accommodation Space and Service Agreements (ASSAs), capital planning, and a host of other work.

Realty Services

The Realty Services unit within the Project Support Office branch of IDD is responsible for property acquisitions and disposal, lease administration, including annual lease operating and property tax escalation adjustments, mortgage adjustment calculations, and reviewing treaty land entitlement requests for SBP's owned land and property.

Accommodation Tenancy

Accommodation Space and Services Agreement (ASSA)

Before project work begins, executive government ministries and public agencies must submit all requests to SBP for an increase or modification to space, including new construction, tenant improvements and/or renovations, new lease, studies, parking, etc. Upon receipt of SBP approval, clients are to sign an ASSA.

Occupancy and leasing

In owned space, fixed terms are not established with clients. Where SBP leases space from the private sector due to a request for space from the client, clients will be required to commit to occupancy until the lease expiry date.

- Owned office space: The start date is the agreed-upon occupancy date and has no expiry date. Clients must commit to paying for use of the space.
- Leased office space: The start date is the agreed upon occupancy date and ends at the lease expiry date. Clients must occupy and pay for the space for the full length of the term. A few exceptions apply (for more information see [Vacant Surplus Client Space](#)).
- Leased office and/or program space for a single tenant (specific program need): The start date is the lease commencement date or the occupancy date and ends at lease expiry date. This is a fixed-term commitment; therefore, if the tenant vacates the space early, they are obligated to continue to pay lease fees until the end of the original term or until SBP finds another tenant to occupy the space.
- Owned program space: The term ends when the building has been declared surplus to executive government needs or alternate arrangements are made to relocate a government tenant.

Please contact your [tenant representative](#) if you wish to vacate or reduce the space.

Charges and Payment for Accommodation

Charges are established using a cost-recovery model approved annually by the Treasury Board. The charges allocate the cost of accommodation services to clients as accurately as possible, so the total cost of government programs is known.

A single building rate is established for each building based on the budget for the upcoming fiscal year. Charges are calculated by multiplying the rentable area the client occupies in a building by the building/lease rate. Additional charges may apply for parking or for client-specific services, such as additional security services.

Calculation of Accommodation Charges

The building/lease rate is comprised of the following components:

Property Management Fee (PMF) Charge

The PMF rate is calculated to recover the costs of managing and administering the government's real property. The charge covers the costs of providing project management, planning and real estate services, energy, water and waste management services, facility assessments, indirect salaries related to buildings, and the overall government vacant space costs. The PMF is recovered from all buildings.

Insurance Charge

The insurance rate is calculated to recover the premiums paid to insure all SBP's owned buildings. The cost of premiums is distributed among all owned buildings, based on area.

Major Maintenance Charge

The major maintenance rate enables SBP to recover all major maintenance costs in buildings where the work is the responsibility of SBP. The rate is calculated by distributing the total major maintenance budget to all applicable buildings based on the current replacement value of each building.

Minor Maintenance Charge

The minor maintenance rate enables SBP to recover all minor maintenance costs in buildings where the work is the responsibility of SBP. The rate is calculated by distributing the total minor maintenance budget to all applicable buildings based on the current replacement value of each building.

Amortization Charge

These charges are included in accordance with Section 3810 of the Government of Saskatchewan's Financial Administration Manual (Section 1300 of the Accounting Manual). The amortization rate is based on straight-line depreciation of the building over its useful lifetime. Amortization may also apply to new building equipment or building projects that are to be capitalized.

Operating Cost Charge (OPC)

The OPC rate is calculated to recover all costs of operating the buildings. These costs include direct salaries related to operating the building, cleaning costs, building supplies, IBC phone costs, utilities, and other costs, such as snow and trash removal.

Property Tax Charge

Most government owned buildings are not subject to property taxes. Property taxes are paid as grants in lieu of property taxes by the Ministry of Government Relations and are not recovered by SBP in the building rate. Property taxes are recovered for buildings and lands where SBP leases from the private sector and where SBP is responsible for paying the property tax.

Security Charge

If security is provided to a building, the total cost is recovered by dividing the security costs by the total rentable area of the building. If a tenant in a multi-tenant building requires additional security services for their portion of the building, an additional charge is built into that client's rate.

Lease Charge

For leased buildings or land, total lease costs are recovered. In these cases, SBP generally does not recover insurance, major and minor maintenance, amortization, property taxes, security, etc., as these are usually included in the base rent charged by the landlord. Real estate leases may have annual escalation clauses built into the contract so the annual lease costs will generally increase on a yearly basis, thus affecting the lease charges.

Additional Charges

There may be additional services requested by the client(s), for example additional security, special event cleaning, replacement parkade cards, etc. Related charges are passed directly to the client via an additional client charge.

Parking Charges

Parking charges are billed directly to clients. Rates are established for each type of parking stall (electrified, non-electrified, heated, gravel, paved, structure).

The parking rate is established by using specific formulas for government-owned buildings/properties or actual costs for properties leased from the private sector:

- **Leased Parking:** Charges for parking leased from the private sector are passed directly to the client.
- **Owned Parking:** Parking charges for government-owned buildings are assigned a rate that is developed by SBP. SBP, as a cost recovery organization, only charges the actual costs associated with priority parking.

Payment of the Accommodation Charges

SBP will provide clients with monthly invoices. All accommodation charges will appear on the invoice as one amount for each building occupied by the client.

Payment Adjustments and Timing

The client must approve all requests for an increase or modification to space, including new construction, tenant improvements and/or renovations, new lease, studies, parking, etc., on a signed ASSA. Any adjustments to charges will be supported by the ASSA.

Interest on past-due accounts will be automatically calculated by the Ministry of Finance in accordance with the Financial Administration Manual.

Dispute Resolution

Where an invoiced amount is in dispute, clients should immediately notify SBP, setting out the details of the amount and the reason for the dispute. Payment of the balance of the charges not in dispute must be made. SBP will issue credits when amounts have been invoiced incorrectly.

Adjustment to Monthly Accommodation Charges

Accommodation changes, approved by the client through a signed ASSA, will result in adjustments to the charges.

Examples are:

- The client takes on additional space or vacates space. Once the approval documents are processed for the change in an area, the client's charges will be adjusted in accordance with the new area and the current building rate per square metre.
- The client takes on or turns back parking stalls. Once the approval documents are processed for the change in parking stalls, the client's charges will be adjusted in accordance with the new number of stalls and the current rate per stall.
- A change in service level occurs (i.e., additional security). Once the approval documents are processed, changes in service costs will be added or subtracted from the monthly rent as appropriate.
- Significant changes in the operations of a building. If the operations of a building change significantly (i.e., a project is completed that reduces the operating costs of a building), SBP and the client may agree to adjust the monthly charges accordingly. The change must be processed via signed approval documents.

Accommodation charge adjustments may be retroactive based on the dates provided on the approval documents.

Annual Accommodation Charges

As part of the annual budget process, new building rates will be established based on estimated budgets for the next fiscal year. Rentable areas will also be adjusted/corrected to reflect the actual area being occupied. These annual changes are made without a signed ASSA.

These estimates are provided to clients as early as possible to enable the development of annual budget requests. The estimates provided are not a budget submission on behalf of the client but rather a budgeting tool for the client's use.

SBP will provide clients with updates on any significant changes in the estimates initially provided.

Property Management

The health and safety of building clients, staff and the public, is a prime focus for SBP. SBP provides a healthy, safe, and functional space that meets all relevant regulations, standards, and codes. Regulatory requirements include adherence to building codes (i.e., The National Building Code, The National Fire Code, *The Saskatchewan Occupational Health and Safety Act and Regulations*, *The Environmental Management and Protection Act*, and *The Saskatchewan Water Corporation Act*, etc.), as well as compliance with municipal and provincial by-laws and regulations for fire safety and public health administered by local authorities.

SBP buildings are operated in compliance with all Government of Saskatchewan policies and guidelines (i.e., Human Resource Manual Section 805: Substance Use and the Workplace) related to substance use in the workplace.

SBP is committed to reducing the environmental footprint associated with the operation and tenancy of owned and leased buildings.

Programs include:

- A waste reduction and recycling program. The program is based upon the principle that those responsible for generating the waste will be responsible for sorting and removing waste from their workstations for deposit at a central building location.
- Third-party certifications to ensure alignment with environmental best practices for new construction and major upgrades (Leadership in Energy and Environmental Design (LEED)) and building operations (BOMA BEST¹).

SBP will work with all clients to assist in reducing impacts on the environment as a result of building occupancy.

Building Operations

Building Operations include maintenance, security, cleaning, insurance, and parking programs.

SBP has an annual maintenance program that includes both minor and major maintenance projects. Under these programs, work is prioritized based on several factors, such as health and safety, asset condition, accessibility, funding, and scheduled maintenance requirements.

SBP is responsible for the management of all maintenance projects, except when a specific agreement to the contrary exists.

Building Maintenance – Major

Major building maintenance includes projects such as structural repairs, major system repairs and maintenance that maintain the basic accommodation but exclude day-to-day maintenance.

¹ BOMA BEST Sustainable Buildings certification recognizes excellence in energy and environmental management and performance in commercial real estate. The Program is managed by the Building Owners and Managers Association of Canada (BOMA Canada) and delivered by the eleven Local BOMA Associations throughout Canada.

The following are examples of typical components covered under major maintenance:

- Structural components,
- Replacement of electrical power and lighting equipment,
- Replacement of heating, ventilating and air conditioning systems,
- Replacement of elevators and elevator equipment,
- Replacement of plumbing and drainage systems,
- Building envelope – exterior walls, windows, and roofing/flashing,
- Energy performance initiatives,
- Accessibility and
- Fire suppression systems.

SBP, at its own discretion, may elect to defer maintenance projects in situations where the life of the work undertaken would exceed the expected useful life of the building. This does not apply to building safety issues.

Building Maintenance – Minor

The following are typical examples of minor building maintenance:

- Maintenance (day-to-day and preventive) and repair/replacement of doors, lights, etc.
- Floor coverings,
- Plumbing, electrical, heating, ventilating and air conditioning services,
- Garbage removal and disposal,
- Elevators,
- Fire and life safety systems,
- Snow removal,
- Grounds upkeep,
- Sewage disposal systems,
- Parking and road services and
- Energy/utilities contractors or services.

Other Repair Costs and Charges to the Client

Repairs required because of damage caused by the client, its program, business of the client or neglect will be charged to the client.

Costs of repair related to excessive wear and tear during occupancy or during the vacating of accommodations, including specialized equipment decommissioning, will be recovered directly from the client.

Building Cleaning

All space is cleaned to a hygienic, safe standard. There are standards for all space types, including office, hallways, windows, washrooms, and courtrooms, which have specific cleaning requirements.

To request special cleaning, information on the standards, the impact on your program operations, or to report cleaning deficiencies, contact your tenant representative.

Security

Clients are provided with basic security, including:

- Assistance in the development of guard post orders in buildings where a guard force performs a security function,
- Registered government photo identification (ID) cards for General Revenue Fund (GRF) clients,
- First response to alarms by SBP staff for base building intrusion alarm systems and
- Alarm responses by Mobile Patrol in Regina, Saskatoon, Prince Albert and North Battleford.

SBP will deliver, for an additional cost, enhanced security programs and services such as:

- Registered government photo (ID) cards for non-GRF clients,
- Visitor ID badges are provided for visitors to certain facilities. There is no charge for GRF clients. The security desk or receptionist manages these badges, which are printed with specific colour and building name to enhance security when visitors enter the building.
- Property patrol in Regina and Saskatoon and guard force protection throughout the province,
- Install and maintain Intrusion alarm systems (i.e., burglary alarms, environmental, fire, panic, etc.). These systems can be monitored or stand-alone,
 - If a client has the intrusion alarm system for their office space or site compound, it will be the client's responsibility to respond to alarms,
- Install and maintain card access entry which provides a higher level of security; and
- Install and maintain a Timekeeping Guard Tour system to track cleaners and security guards.

Security Reviews

SBP currently has standing offers with five (5) security companies to provide security reviews of our facilities.

The objective of these reviews is to report on the current security posture of the facility and recommend improvements and/or strategies designed to reduce the risk of violence to employees, protect against unauthorized access, detect attempted or actual unauthorized access, and activate an effective response.

The reviews focus on exterior and interior access control to determine whether sufficient controls are in place to deter and detect unauthorized access to GOS occupied space.

Insurance

Liability

SBP shall be responsible for liability arising from its actions or failure to act in accordance with its responsibilities.

The client shall be responsible for liability arising from its actions or failure to act in accordance with its responsibilities. The client is responsible for all its operations or occupancy within the premises, and any resulting claims.

Damage Repairs

The client will bear the cost of any accidental or willful damage caused by the client, or its servants, agents, employees, contractors, licensees, or invitees, or any person or persons who are voluntarily or involuntarily incarcerated in the accommodation.

Costs of repair of excessive wear and tear during occupancy or during the vacating of accommodations, including specialized program equipment decommissioning will be recovered directly from the client.

Liability Insurance

SaskBuilds and Procurement will procure liability insurance to cover its liabilities as well as tenant's legal liability insurance for the space that SBP has leased on behalf of the client. The insurance does not cover the client for damage to common spaces within the building.

Clients who are subject to Ministry of Finance directives and policies must adhere to the government's policy regarding insurance as outlined in the Financial Administration Manual.

SBP will insure and keep insured its buildings against loss or damage, direct or indirect. SBP does not insure any buildings owned by other government ministries.

Clients are responsible to pay for damage to their contents. SBP has limited contents insurance for its government clients who, as of March 1, 1998, did not carry insurance. In the event of a loss, the client is responsible for applicable deductibles, any uninsured losses and any underinsured portions of losses. SBP does not insure assets unique to certain ministries (i.e., heavy equipment, geological core samples, museum exhibits and artifacts, etc.). Details of coverage, exclusions and deductibles are available from SBP.

Clients are required to annually provide a Statement of Values showing the replacement value of contents (i.e., program equipment) at each location. If the replacement value stated at any location is less than the actual replacement value, the client will be responsible for any underinsured amount or any applicable co-insurance penalty. A form that can be used to record and report a statement of values can be obtained from SBP.

Notification of Defects and Damage

The client shall give SBP immediate verbal notification and subsequent formal written notice of any defect or damage to the property to the building manager.

Repair in the Event of Severe Damage

In the event of severe damage to the accommodation rendering it unfit for occupancy or preventing reasonable access, SBP will relocate the client to temporary accommodations.

The accommodation charge for the damaged accommodation will cease until the accommodation is repaired and restored. Once repaired, the client will recommence payment.

Indemnity

The client shall indemnify and save SBP harmless from all liabilities, fines, suits, claims, demands and actions of any kind or nature for which SBP shall or may become liable arising from the client's use or occupation of the accommodation or against claims or losses arising out of acts or omissions of the client, or its servants, agents, employees contractors, licensees, or invitees, or any person or persons who are voluntarily or involuntarily incarcerated in the accommodation.

Parking

SBP allocates parking on a global basis. Paved, gravel, structured, electrified and/or heated parking spaces are provided.

Clients are responsible for determining and managing individual stall assignments and any internal parking programs once SBP allocates a block of parking spaces to the client.

Clients will be responsible for the cost of replacement cards, due to loss or other negligence, at parkades directly managed by SBP.

Parking Standard

A parking standard is applied at a ratio of two stalls for every five (2:5) employees. This standard applies to downtown areas of Regina, Saskatoon and Prince Albert.

Parking may be provided beyond the standards based upon client request and availability. Where there is excess demand for parking at a particular location, SBP ensures the 2:5 parking standard is met for all clients, when possible, if sufficient parking is available. Ministries will be invoiced based on their use of parking services. Parking requirements for assigned Central Vehicle Agency (CVA) vehicles, visitors and handicapped employees are included within the standard.

Please contact your tenant representative for your parking requirements.

Service Requests – Archibus

All requests must be submitted using the Archibus automated service request system to address general maintenance concerns. Upon receipt, the appropriate Building Manager will manage the request.

- Archibus is a tool being used by SBP to manage building maintenance and requests.
- You can use Archibus to submit a request for maintenance or service in the building(s) you are a tenant in and to view the status or any details regarding the request.
- Requests that are submitted in Archibus will be routed to the appropriate work unit or person in SBP to handle the request, such as the building operator.
- The client ministry must have a designated person or tenant representative to submit the online service request.
- Any tenant rep that has access to Archibus can submit a request for non-emergency maintenance, such as something not working properly and needing repair, a leak, or a problem with room temperature.
- Clients have the ability to make requests 24 hours per day, seven days per week, 365 days per year, Monday through Friday, excluding statutory holidays. SBP will then work with the client to find the best way to address the issue.
- The service standard for services requests is that the request will be issued to work within one business day of acknowledgement of receipt. SBP's target is 90 per cent.
- Go to Archibus help for more information and user guides: (<http://gsportal/accommodations/archibus>) or contact the Archibus administrator at archibus.admin@gov.sk.ca.
- Please note: For an issue that is an emergency or requires a very quick response, please contact your building operator directly to inform them of the issue, and then follow-up by creating a request in Archibus to ensure the work is done to your satisfaction and in a timely manner appropriate to the situation.

Operating (Service Level) Agreements

SBP will enter into formal agreements, primarily for program or special purpose buildings, with clients upon request. Agreements outline the specific application of accommodation policies to the space and clearly articulate the roles and responsibilities of both parties.

SBP currently has operating agreements with the Ministry of Highways, the Ministry of Corrections, Policing and Public Safety, Saskatchewan Polytechnic, and the Ministry of Environment.

General Building Policies and Procedures

Throughout this section, where there is reference to contacting SBP, this refers to Building Operators for owned buildings and Building Managers for leased buildings.

Air Quality

Complaints regarding air quality issues (i.e., odors) must be reported immediately to SBP, and an (Archibus) service request must be submitted.

The building systems will be checked for malfunctions. If the building systems are found to be working normally, basic tests for humidity, temperature, carbon dioxide and carbon monoxide may be performed.

If further testing is requested by the client to verify the results of the preliminary investigation, the client will bear the expense.

Animals

SBP welcomes service animals or animals necessary for client programming into the buildings in order to ensure accessibility and barrier-free inclusion in our space. Pets are not allowed in buildings.

Prior to bringing an animal on site, the host organization/individual must demonstrate all regulatory and occupational health and safety requirements are met and notify SBP and the local Occupational Health & Safety Committee.

If any issues or concerns arise, the owners/handlers/host will be responsible for clean-up, damage repair and associated costs.

Appliances

To ensure electrical circuits are not overloaded and to reduce fire hazards, only client-purchased appliances are allowed in designated kitchen lounge/kitchenette areas.

Employees must not bring their own appliances into the building. This includes but is not limited to, kettles, heaters, toasters, coffee makers, refrigerators, holiday lighting, radios, and fans.

Unauthorized appliances will be removed at the client's expense.

Please note that building conditions are monitored and reviewed regularly. If there is a problem with the temperature in your area, please contact the building operator/ manager.

Seasonal decorations will be permitted, such as Christmas lighting and trees, with the permission of the building manager or operator. Please ensure that these decorations do not exceed the electrical loads of the circuit.

Building Damage

All building occupants must report damage to SBP. Reporting ensures the damage is noted and repairs can be scheduled.

- If a tenant or occupant witnesses the damage occurring, please provide details so that a property damage incident report can be completed.
- Please notify the building operator immediately of any incidents by either phone or email.
- If someone notices general damage (graffiti, other building damage) that has occurred, please submit a request in Archibus.

Compressed Gases

There are regulatory requirements for the safe handling and storage of tanks with compressed gases. Contact SBP for further instructions before bringing any compressed gas tanks into buildings.

Construction, Renovations, Building Modifications and Tenant Improvement Projects

All projects will be managed by SBP unless otherwise stipulated in an operating agreement. All projects will take into consideration the impact on the client's programs and building operating systems. All projects will have building permits and comply with all appropriate legislation, building codes and regulations.

Electrical Panels

No items are to be stored within three feet of the electrical panel as required by code.

Elevators

Malfunctioning or damaged elevators must be reported immediately to the SBP building operator/manager.

Requests for elevator reservation must be directed through an Archibus request to the building operator/manager.

Emergencies

In case of an emergency requiring ambulance, fire, or police services, dial **911** and immediately contact SBP. The building operator/manager will initiate emergency procedures and escort emergency services personnel to the situation.

For other types of emergencies (e.g., power failures or flooding), contact the SBP building operator/manager immediately by telephone.

Filming/Photographing Areas of the Building

Prior to an event, SBP must approve requests for filming or photography within government facilities and/or sites.

Fire Safety

Plans

Clients are responsible for developing and communicating fire safety plans and for compliance with all related legislation. This includes maintaining the plan, posting safety procedures and ensuring all supervisory staff and occupants are trained in the execution of fire safety plans. Plans must be shared with SBP.

It is SBP's responsibility to check notification and suppression systems annually, which includes a full evacuation of the building (fire drill).

It is the client's responsibility to ensure employees have received a basic outline of the building fire alarm procedures.

Exits/Fire Hose Cabinets/Fire Pull Stations and Sprinkler

Fire exits, fire pull stations, sprinkler valves, and fire hose cabinets must not be blocked at any time. Nothing is to be hung from sprinkler pipes or heads.

Extinguishers

Fire extinguishers are usually located near exit doors and within fire hose cabinets. Fire extinguishers that are discharged for any reason must be reported to SBP immediately for recharge or replacement.

Candles, Incense, Smudging, and Pipe Ceremonies

Burning candles or incense is not permitted.

Where smudging or other types of recognized culturally based ceremonies (such as Pipe Ceremonies) are a client program requirement or government policy, SBP will work with the client to address all safety requirements stipulated in legislation, regulations and/or other relevant, appropriate government policies (e.g., a fragrance policy).

Note that there is some dedicated space in government buildings for these types of ceremonies. Please contact your building manager to determine if there is space in your building or area and to request access to these rooms for these cultural ceremonies and/or other cultural and spiritual activities.

Furniture

If you have a surplus or broken furniture or need new furniture, contact your ministry's administration office or tenant representative. Furniture must not be stored or left in corridors, empty offices, stairwells or exits.

Garbage

The large garbage bins located outside the building are for day-to-day building garbage only.

Waste Diversion Program

On January 23, 2020, the Government of Saskatchewan released the [Solid Waste Management Strategy](#) with a vision to reduce and manage solid waste going to landfills using a practical, sustainable, and integrated waste management system that protects the environment and promotes economic development and innovation. The Strategy recognizes that we all have a significant role to play in reducing the amount of solid waste we send to landfill through actions to:

- reduce the waste we produce,
- reuse items as much as possible,
- recycle waste items so their materials can be recovered and reused and
- compost organic waste residues.

The Ministry of SaskBuilds and Procurement (SBP) is committed to the provincial strategy and is launching a new waste diversion program throughout SBP buildings across Saskatchewan. Waste

diversion at SBP buildings is being expanded to accept a wider variety of materials, including mixed recycling, organics, and paper towels.

- This follows a pilot project in 2022, by the Ministry of SaskBuilds and Procurement, in collaboration with the Ministry of Environment, at the Lloyd Place building in Regina.
- This pilot project was a success, with waste diversion rates increasing by 37 per cent (from 25 to 62 per cent).
- The Ministry of SaskBuilds and Procurement is undertaking this project as a commitment to the Provincial Solid Waste Management Strategy. It will also help our government align with the City of Regina and Saskatoon waste bylaws.
- As part of this project, you will see new signage throughout SBP buildings across Saskatchewan. This is to clearly mark which materials are acceptable for each category of recycling.

Hazardous Materials

All issues or situations involving hazardous materials (chemical spills, disposal, etc.) must be reported immediately to an SBP building operator/manager. SBP will initiate a coordinated response with your ministry and the building's Occupational Health and Safety (OH&S) Committee, pursuant to the standing Emergency Environmental Response Plan for the building.

- Wet cell batteries must not be charged in the building except in authorized areas,
- Spills must be reported to SBP immediately,
- Propane cylinders are not allowed in the facility and, if found, will be promptly removed without notice,
- All hazardous materials must be used and stored in accordance with applicable guidelines, codes, etc.,
- Any compressed gasses or specialty program equipment that require certification through TSASK or other authority, and require special handling and storage including operator certification, are the responsibility of the tenant,
- Designated substances such as oil, gasoline, grease, paint, thinners, cleaning products, sanitizer, etc., must not be emptied into drains and must be stored appropriately in a non-flammable storage cabinet. Please contact SBP if you are unsure; and
- Ministries must store, use and dispose of designated substances in co-ordination with SBP.

Health and Safety

Building-related health and safety issues must be reported to SBP building operators/ managers and the building's OH&S Committee or, where there is no OH&S committee, to an OH&S representative. SBP will then follow appropriate processes relating to the occurrence to mitigate further issues.

Inclusion – Gender Neutral Washrooms

As opportunities present, SBP will ensure projects involving washroom renovations consider incorporating the inclusion of gender-neutral washrooms. This will be done through the space request process done in conjunction with the Project Planning and Delivery branch.

Lighting

Report light bulbs in need of replacement to SBP through an Archibus request.

Wall switches control most building lighting and tenants are encouraged to turn off lights when not in use.

If you require additional lighting, use an Archibus service request to contact an SBP building operator/ manager to ensure proposed lamp or other light fixtures are permitted in the building and do not pose a fire hazard.

Moves

If you are planning a move, SBP and your tenant representative must be notified in advance through an Archibus service request to make appropriate arrangements such as door or elevator access and other logistical requirements.

Notices (Signage)

Signage, notices, or bulletins must be hung in the appropriate area provided and must be authorized by your organization and SBP.

- Anyone who posts notices that damage building surfaces will be held responsible for repairs.
- Anyone who posts a notice is responsible for removing it once it is no longer valid.
- SBP reserves the right to remove any notices that are deemed unacceptable or inappropriate.

Painting

SBP manages and provides all painting services unless otherwise stipulated in an operating agreement.

Parking

Parking questions should be directed to your ministry's administrative office or tenant representative.

Vehicles must not be left idling during pick-ups or drop-offs. Please respect designated no-idling zones. The storage of private or employee vehicles, equipment or belongings is not permitted in any SaskBuilds and Procurement building unless formally authorized by SBP.

Parking – Bicycles

Bicycles are not permitted in buildings at any time and must be stored in the exterior location or space allocated for that purpose.

For those occasions where bicycles are required for client program delivery or other occupant functions, please contact SBP to make alternative arrangements.

SBP does not assume any responsibility for bicycles that are lost or stolen. If a bicycle is lost or stolen, report the loss to the local police service.

Personal transportation devices

Roller blades, skateboards and other personal transportation devices may not be used anywhere within the building(s) or on the property. Authorized personal medical transportation devices — wheelchairs, scooters, etc. — are exempt.

Pest Control

Pest control is the responsibility of SBP and will be provided at no charge to the client. For rural, remote and otherwise difficult-to-access buildings, SBP and the client will enter into a local agreement to ensure the situation is addressed. Pest sightings must be reported to the appropriate client representatives and SBP immediately.

Where pest control is directly related to a program or their clients', then it is the client's responsibility to acquire pest control.

Plants

Plants (i.e., houseplants) must be approved by SBP prior to entering the facility.

SBP is not responsible for the care or provision of plants. Tenants and individual staff are responsible for the care, acquisition, and disposal of owned plants. If plants require spraying to remove pests, mold, etc., the client ministry or person who brought the plant must notify the OH&S Committee and consult with SBP prior to actions being taken.

Public Entrances

Doors must not be propped open under any circumstances. Deliveries which cannot be carried by hand are not permitted through the front entrance of a building.

Smoking/Vaping

Smoking or vaping is not permitted in enclosed public spaces or buildings, or within three meters of doorways, windows, or air intake locations.

Substance Use

Tenants are required to comply with all Government of Saskatchewan policies and guidelines related to the use of substances in the workplace (i.e., Human Resource Manual Section 805: Substance Use and the Workplace).

Additional Conditions of Tenancy

Subletting and Assignment

SBP holds sole responsibility for subletting accommodations and for assigning all portions of leased accommodations. Any deviation must be approved by SBP.

There may be instances when it is desirable for a client to deal directly with an agency, for example, when that ministry is supporting or subsidizing an agency. Sublease arrangements must be covered by contract to protect government against liability. SBP must be party to any such sublease.

The client will not make changes to or install partitions, fixtures, or other improvements without prior written consent from SBP. The client will not do anything, or permit anything to be done, to the building or space that may increase SBP's risk.

After-hours Use of Space for Functions or Events

Notify SBP of all after-hours building or land use. SBP will recover costs associated with after-hours use. Priority is assigned on a first-come, first-served basis.

The after-hours use of SBP's owned property can be found on [Taskroom](#). In order to use the space after-hours, prior approval is required, and written requests must be made at least two weeks prior to the event.

Third Party Relationships

When SBP leases accommodation from a third party, SBP is the sole and exclusive agent of the client in all dealings with the third party. Where issues are identified and SBP Building Managers are involved,

clients may be required to liaise with landlords and/or their building operators directly. Clients should not deal directly with the third party (landlord and/or building operator) without SBP involvement. .

Compliance with Laws

All clients occupying owned or leased accommodation are expected to comply with all laws, statutes, bylaws, ordinances, regulations, or other lawful requirements of any authority having jurisdiction. OSD has a Building Services Branch that provides bylaw and building code review and can be engaged through your building manager.

Changes to Accommodation

SBP regularly reviews government and ministry space portfolios and will identify any client accommodation gaps and potential effectiveness, efficiency or sustainability opportunities. The information is provided to the client to assist with accommodation planning.

Occasionally, the amount of space and/or parking a client occupies or other terms of the current tenancy may need to be changed, or maintenance may be required to the building (i.e., break-fix). This section outlines how to request changes.

The client tenant representative, or other person designated by the client, initiates the request by submitting a service request form or client request form depending upon the situation or need.

All requests will be routed to the appropriate SBP area (SBP Planning Manager for client requests and the SBP building manager/Archibus for service requests). All requests are tracked, and regular updates provided. Where operating agreements exist, SBP may also provide maintenance services for the client's program-based equipment.

If in doubt, please contact your tenant representative to discuss or to initiate a request. All space requests are supported through the SBP Planning Manager.

Request for a Client Review

SBP may request a client review of space and/or parking:

- When a major maintenance and/or building improvement project is being scheduled;
- Prior to lease expiration where a request for proposals for a new lease may result in relocating to lower-cost space; and
- When SBP identifies a major efficiency or cost-savings related to space.

A client request will not be required when SBP initiates the accommodation change.

Client-requested Change

A request for change of space and/or parking must be submitted by email using the client request form. Upon receipt, the designated SBP planning manager will work directly with the client tenant representative to clearly identify the business need, the reason or business challenge, all requirements, constraints, potential options, timeframe, and target budget.

- The SBP planning manager will be the prime contact until such time as the request is approved by the client and it moves to the project delivery stage or lease renewal process.

- All information will be provided to the client tenant representative for consideration. The client may adjust requirements within their timeframe and budget and seek further approval if required.
- An ASSA documenting the scope of the work to be performed and estimated costs and timelines will be provided to the client for approval.
- If approval is not given, the request will be placed on hold or closed out.
- Upon approval, the request moves into the project delivery phase and an IDD project manager will be assigned to manage the project until completion. The project manager will be the prime contact for the duration of the project.
- A project charter/plan will be developed and submitted to the client project sponsor for approval. The plan outlines the project delivery activities and will be used to manage the project until completion. There will be regular project reports during delivery stages.
- Costs incurred by SBP in each fiscal quarter during execution of the project are invoiced to clients at the end of each fiscal quarter.
- Upon completion of the project, the client will be asked to sign a letter of acceptance which indicates the completed project meets their requirements. The letter of acceptance will outline the expected final costs of the project, identify any deficiencies, and include the plan for correction of those deficiencies. A final close out report will be issued when all project costs have been paid and all deficiencies have been corrected.

Please note, you can discuss a potential request with SBP at any time; however, SBP will not begin any formal work on scope or requirements, etc., until the request form has been received from the client.

Office Space Target

The government office space target is applied to potential space changes and identification of new space. It applies to any office space in excess of 500 m².

The Treasury Board approved the 18.6 usable square meters per full-time equivalent target as the maximum amount for general office space. This amount includes employee space and all associated support space requirements, (meeting rooms, filing space, copier space, etc.).

Where required, exceeding the target requires clients to seek Treasury Board approval. The SBP planning manager will work with clients to review how their space may be optimally allocated to meet program delivery needs and the standard. If you need further clarification on the standard and the potential impact on your program, please contact your tenant representative.

The office space standard does not apply to program space. Program space standards (all space other than general office) are the responsibility of the client (i.e., equipment storage buildings, correctional facilities, court facilities etc.).

Approvals

Clients are responsible for obtaining necessary approvals to acquire accommodation or other services from SBP.

Clients need two different types of approvals:

- First is Treasury Board approval, which a client acquires through a level D or the budget process. They would need this for the acquisition of any incremental space \$10,000 per year or greater,

tenant improvements of \$50,000 or greater, and/or the acquisition of incremental space (office only) that is greater than the space standard of 18.6m² per FTE.

- The second approval clients need is SaskBuilds Board approval. This is required for any incremental space acquisitions with accommodation costs of \$50,000 or more annually, or any tenant improvements \$50,000 or greater. SaskBuilds Board approval is acquired either through the annual budget process or through the quarterly intake through Integrated Capital Planning (ICP).

If the approval is to be applied for through the quarterly intake process, clients must get SaskBuilds Board approval prior to Treasury Board/Level D approval.

Approval will only be accepted from the client's tenant representative or other authorized individual with the authority to make commitments regarding the client ministry's accommodation changes. No projects will commence until funding is approved.

Accommodation Planning

SBP will work with clients to help them develop their own accommodation portfolio plan. The plan will identify proposed accommodation needs, existing gaps and plans to address deficiencies or unmet needs. Annually SBP Planning Managers will meet with clients to review their current space and any changing needs.

Budgeting

Clients are required to submit detailed requests for changes to accommodation as part of their annual budget request to SaskBuilds Board for approval.

New construction and improvements are funded through government expenditures and recorded as assets in SBP's financial statements. Capital tenant improvement projects are recorded as assets in the client's financial statements.

Environmental Sustainability

SBP is committed to reducing the environmental impact of government, including the effects generated by projects and operations, and will work with all clients to explore opportunities to reduce impacts on the environment.

To meet this directive, construction of new buildings or major renovations will work towards the pursuit of a LEED Silver standard. SBP will work with the client to review the criteria and identify potential opportunities to design to a LEED Silver standard.

Recycling

SBP operates recycling programs in most office buildings throughout the province for all paper products, cardboard, and batteries.

Occupants will be provided by their organization with individual desk-side containers to be emptied at centralized recycling centers. Individual containers will not be picked up by cleaning staff.

All grades of paper can be recycled and do not need to be sorted before they are deposited into the central bins. Cardboard is included; however, boxes should be cut down and clearly identified as recycling.

Small batteries (AA, AAA, 9V, etc.) are removed for recycling when enough batteries are collected to warrant a pickup. For information on how to dispose of your small or large batteries, contact SBP.

Cleaners will empty central recycling containers into the building's central recycling bins. Large recycling bins can be delivered to your area if you generate greater than normal amounts of recyclables. Please contact SBP to arrange this service. SBP is responsible for emptying the large central recycling bins for each building.

Tenant Improvement Projects

Tenant improvement projects are those projects that alter the basic accommodation to address client program requirements. Tenant improvements include:

- Provision and installation of fixed program equipment for program use;
- Support services to accommodate additional or modified program equipment;
- Interior partitioning; and
- Early replacement of flooring (before the normal life expiry.)

Any tenant improvements made to the building become SBP's property and are surrendered when the client vacates the space. In certain circumstances, SBP may agree to the removal of tenant improvements (i.e., fixed program equipment) by the client at their expense.

Clients shall not undertake tenant improvement projects in SBP's owned and managed facilities or land unless stipulated in an operating agreement.

Program Equipment

Program equipment is any specialized equipment or apparatus used solely by the client in the delivery of their programs, including support services required for the operation of the equipment, such as plumbing, wiring, ventilation, and security features. The costs of additional support services required for the operation of the equipment, such as preventive or other maintenance, will be the responsibility of the client unless otherwise covered by an agreement.

Program Equipment can be Fixed or Portable:

- Fixed: Attached or secured to the building by anchoring to bases or structural components, or which require permanent connection by a licensed tradesperson.
- Portable: Operated independently or merely requiring plug-in or other such temporary connection to the support services.

Example:

An overhead crane is attached to the building, yet it is deemed program equipment as it is not an intrinsic component of the building, it is solely used for program reasons.

In cases where it is unclear if the item is deemed program equipment, SBP will make written determinations based on local context and current practices in consultation with the client.

Fixed Program Equipment

The client will be charged a one-time amount to recover SBP's costs related to the installation of fixed program equipment. Short- and long-term utility and other associated costs, not including maintenance, are generally included in the annual accommodation charge unless specifically agreed otherwise.

Portable Program Equipment

When the client plans to acquire portable program equipment, the client must consult with SBP before purchase regarding the support services required for operation and the impact to the building. Consultation ensures the support services are available and/or can be supplied at a reasonable cost.

Building ID/Client Signs

Building ID/client signs are the signs attached to the building or detached, that identify the client occupying the facility and purpose (i.e., Saskatoon Correctional Centre, Swift Current Equipment Repair Depot, Weyburn Court House). These identify the building occupant (client) and follow Government of Saskatchewan Visual Identity Guidelines.

SBP does not pay for client signs; however, SBP will procure and coordinate any signage needs through a tenant charge back. These requests can be put in through Archibus and will follow the normal workflow. The tenant is given a quote for services and once approved SBP will ensure the work is completed. This process is followed to ensure SBP has contractors on site that are fully insured and qualified to deliver the work being requested.

Financial Responsibility

Although program equipment may be included in client projects delivered by SBP, the client will be responsible for any and all future costs addressing impacts on the building as a result of its installation, use and decommissioning. SBP is not responsible for repairing or replacing program equipment.

Forced Moves

When SBP requires a client to move, the client will not be responsible for the continual charges for the vacated space. The client will be charged accommodation fees for the new space.

Clients moving to temporary swing space (alternate space to accommodate project/maintenance work) will continue to pay for their current space, but do not have to pay for the swing space.

If a client requires expansion space, and such an expansion will require relocation of another client, the client initiating the relocation will be responsible for the moving and tenant improvement costs of the client being relocated.

Vacant Surplus Client Space

SBP will be flexible in meeting the service needs of its clients and help them reduce accommodation costs whenever possible. To promote efficient and effective use of space, SBP encourages its executive government clients (those directly accountable to Treasury Board) to return surplus space that can be reallocated within government and/or its disposal.

Surplus Owned Office Space

Clients who occupy owned office space in multi-tenant facilities that become surplus to their needs are required to give 30 days' notice of their intent to vacate the space and will continue to be charged for the space for 90 days following the end of that term. Charges will be terminated sooner if another tenant occupies the space prior to the end of the 90-day period.

Surplus Owned Program Space

Clients who vacate program space will be responsible for charges for the space until:

- Another client can occupy the space,
- SBP disposes of the space, or
- An agreement is negotiated between the client and SBP.

Surplus Leased Office and Program Space

Clients occupying space leased specifically for their program will be responsible for the charges for the vacated space until:

- The end of the lease term,
- The space can be occupied by another client,
- SBP disposes of the space, or
- An agreement is negotiated between the client and SBP.

Vacating Existing Space for Alternate (Incremental) Space

If a client voluntarily relocates to an alternate facility, the client will be responsible for all charges associated with the vacated space until such time as the space can be reallocated or disposed of by SBP. In owned office space, the 30-day written notice rule applies (see Surplus Owned Office Space).

Responsibility for Renovations

Prior to returning vacated space to SBP, clients are responsible for the costs to bring the space to a rentable standard.

Use of Vacated Space

Space vacated by a client will be deemed "vacant for occupancy" or "vacant for disposal" and cannot be altered or used by the client even though they are responsible for the accommodation charges.

In certain situations, SBP will discuss any adjustment to the accommodation rate for vacated space to reflect lower operating costs. However, clients are expected to continue paying for vacated space until it can be reallocated or disposed.

Contacts

SBP's building managers, building operators and / or planning managers are listed in the **Government of Saskatchewan's Directory**. Clients can also contact their local [tenant representatives](#). A list of tenant representatives is kept on Taskroom.

If in doubt, forward all written notices when required, to SBP:

Assistant Deputy Minister, Operations and Service Delivery

Ministry of SaskBuilds and Procurement

1st floor, 1920 Rose Street

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