

**ACCOMMODATION/SPACE PLANNING**

For information, refer to:

Deputy Director
Headquarters Facilities Management
SRAA – Pearson D1-125
Tel: 996-7170
Fax: 944-0759

Headquarters Facility Management (SRAA) is responsible for accommodation planning and space design including allocation, renovation, consolidation and optimisation of all departmentally occupied space in the National Capital Region (NCR).

Contact the Deputy Director by telephone, SIGNET or memo.

All projects must be authorized by the Director or Area Manager.

If required, an SRAA project manager will be assigned and a project number issued after requests have been evaluated for scope and priority.

Project delivery times are dependant on their complexity and on competing project priorities.

The client is involved at every stage of the project and is required to approve final proposals by a "sign-off."