

## 3.4 Accommodation, Furniture, and Relocation Standards Policy

### Policy Statement

This policy sets direction for government entities to follow when relocating offices and when purchasing office space and furniture.

### Lead Department

Public Works

### Definitions

#### SPACE UTILIZATION COMMITTEE

The Space Utilization Committee, established under the Department of Finance and Treasury Board, is responsible for implementing the Policy and for monitoring its effectiveness, with representation from both the Department of Finance and Treasury Board and the Department of Public Works (Real Estate Services).

#### GOVERNMENT OF NOVA SCOTIA ACCOMMODATION STANDARDS

Standards developed by the Province of Nova Scotia to guide the strategic planning, leasing, and fit out (customization) of office accommodation for provincial use.

#### SHARED SUPPORT AREAS

Areas in office layouts used by all employees (meeting rooms, lunchrooms, photocopy areas, etc.) to support staff work.

### Policy Objectives

This policy aims to manage government office space efficiently, consistently and cost-effectively by:

- Setting maximum space allowances for office space,
- Enabling special circumstances to support equity and transparency,
- Standardizing how space is acquired and how relocations are managed,
- Adopting consistent accommodations standards for leased and owned spaces,
- Managing costs for office space, furniture and relocation in a reasonable manner.

### Application

The policy applies to all government entities, as outlined in Policy 2.1.

## **Policy Directives**

Departments and government entities are required to work with Public Works when securing and locating their offices spaces and furniture to ensure that it meets their needs. These activities include:

1. Planning office space, modular furniture, and moving services.
2. Combining office operations in shared locations, where possible, to use space more efficiently and improve service delivery.
3. Following standard space limits and other requirements in the Accommodation Standards.
4. Using shared support areas and services, when possible, to improve space use and client service.
5. Following guidelines for standard space allowances.

Each department or government entity is responsible for:

1. Managing their own accommodation, furniture, and relocation costs in accordance with this policy and their respective budgets.
2. Ensuring all acquisitions and disposals of furniture comply with the Procurement Policy and Inventory Control Policy.

## **Accountability**

Departments and government entities

Responsible for identifying their office/special purpose space, modular furniture, and move/relocation requirements, and for submitting their requirements to Public Works.

Deputy heads

Responsible for ensuring their organization complies with the Policy.

Public Works

Responsible for managing the policy, including tracking compliance, reporting on performance, and reviewing any exceptions.

The Space Utilization Committee

Responsible for carrying out the policy and tracking its effectiveness, with oversight and collaboration from both Departments of Finance and Treasury Board and Public Works.

## **Monitoring**

Public Works is responsible for carrying out this policy, assessing its effectiveness, and recommending updates as needed.

## **References**

- Province of Nova Scotia Public Procurement Policy
- Inventory Control Policy
- Accommodation Rental Policy
- Government of Nova Scotia Accommodation Standards - to access, please go to [Infrastructure Leasing and Facilities Planning SharePoint site](#) or contact [AccommodationsLeasing@novascotia.ca](mailto:AccommodationsLeasing@novascotia.ca)

## **Enquiries**

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