



Capital Improvement	Construction project, physical plant rehabilitation, remodeling or land acquisition which is estimated to cost more than \$100,00 but less than \$500,000, excluding agency staff or work crew labor costs.
Capitol Mall Area or Capitol Area	The Capitol and group of State buildings and grounds located in the area bordered by Capitol Street on the east, Winter Street on the west, State Street on the south and "D" Street on the north in the City of Salem, including any new State buildings.
Capitol Planning Commission	The Commission established by ORS 276.030.
Common Space	Space shared by building tenants such as conference rooms, lunch rooms, rest rooms, and auditoriums.
Department	The Department of Administrative Services established by ORS 184.305.
Division	The Facilities Division of the Department of Administrative Services.
Front End Costs	Developmental costs incurred to prepare office quarters for occupancy, including professional service fees and remodeling costs. In some cases such costs may include furniture and equipment acquisitions.
Improvements	New construction, buildings, or other structures put on land.
Office of Business Administration Director of the	The Office of Business Administration located within the Office of the Department of Administrative Services.
Joint Office Building	A leased office facility approved by the Division which is occupied by two or more agencies that sign the lease as Lessees and where the tenants pay the rent and all operating costs directly to the Lessor and other contractors.
Lease With Option To Purchase,	A real property acquisition method authorized by ORS 276.429. Such method features periodic lease payments culminating in state ownership of the property upon completion of the term and exercise of the option to purchase. Title to the property goes to the installment purchaser at the end of the term.

Installment Purchase	A real property acquisition method authorized by ORS 276.429. Features periodic payments culminating in state ownership of the property upon completion of the payments. Title to the property goes to the installment purchaser at the beginning of the term.
Leasehold Improvements	Improvements such as remodeling or repairs made to leased office quarters.
Maintenance Space	Space required for building custodial and maintenance activities.
Occupancy	Taking physical possession of assigned space by moving in any quantity of the following: equipment, furniture, records, or personnel.
Office Quarters	Office space, office buildings, and related service, storage, and parking facilities; including factory built, modular or portable units as identified in ORS 276.420.
Office Space	Interior building space finished in the manner suitable for office use as the highest and best use regardless of any other use by tenants and includes: a.) heating, ventilating or air-conditioning system meeting state building code standards for office occupancy; b.) a minimum sustained uniform light level of 50 foot candles at desk height; c.) carpeted floors or acoustical tile ceilings; d.) regular custodial service.
O & M or O & M Section	Operations and Maintenance Section of the Facilities Division of the Department of Administrative Services.
Open Landscape Office	An internal building design which uses movable partitioning or systems furniture to segment interior space. This design reduces the "need" for fixed walls, private offices, hallways, etc., to the maximum extent possible or practical.
Political Subdivision	Any local government unit, including, but not limited to, a county, city, town, port, dock commission or district, that exists under the laws of Oregon and has power to levy and collect taxes.
Portable Office Quarters	Mobile homes, modular and portable structures, storage buildings, tents and awnings and any other property which, though movable or temporary in nature, may be intended for housing a state agency's operations, personnel, materials, or equipment.

Project Authorization Form	A form provided by the Division for agency use in requesting authority to proceed with remodeling activities in Department-owned or managed office buildings.
Project Management	Project Management Program of the Property and Project Management Section of the Facilities Division, Department of Administrative Services.
Project and Property Management Section	The Project and Property Management Section of the Facilities Division, Department of Administrative Services.
Property, Personal	Tangible goods other than real property.
Property, Real	Land, structures, and other appurtenances.
Transportation, Purchasing and Print Services Division	A Division of the Department of Administrative Services.
Relocation Assistance	Assistance required by ORS 281.060 to persons displaced by acquisition of real property by public entities.
Remodeling	Physical changes made to buildings or structures to alter appearance, or improve their usefulness, effectiveness and efficiency.
Single Agency Lease	A lease agreement approved by the Division and entered into by a single state agency with a lessor.
Space, Assignable	Office or storage space which has been assigned to an agency occupant and for which rent is due and payable monthly.
Space Classification	A system used by the Division to categorize interior space according to use and finish characteristics. Space classifications used by the Division include: office, storage, common.
Space Request Form	A document or form provided by the Division to state agencies for use in describing agency requirements for office quarters.
State Employee	Any employee, officer, board or commission member, agent or volunteer worker of the State of Oregon; or any individual assigned to or by a State agency, whether temporary or permanent, by his or her regular employer.

Storage Space	<p>Space assigned and charged to tenants, having the following maximum qualities:</p> <ul style="list-style-type: none"><li>a.) winter heating level of 50 degrees F.;</li><li>b.) uniform light level of 20 foot candles;</li><li>c.) unfinished floor and ceiling;</li><li>d.) occasional custodial service.</li></ul>
Technical Service Project	<p>Any project which the Division provides staff time and services to another state agency. The Division does not assume contracting responsibilities, nor pay contract costs. All contract documents shall designate the requesting agency as the signatory and as the party to assume responsibility for the contract costs.</p> <p>The Division shall bill the agency served for the Division's fees and direct reimbursable expenses which relate specifically to the project.</p>
Tenant Improvement	<p>Modifications(s) made to a leased facility to accommodate the tenant's specific program requirements.</p>
Uniform Rent Program	<p>A program authorized by ORS 276.385 for administration of office quarters owned by the State of Oregon and controlled by the Department for which a uniform rent is charged.</p>
Vacancy Charges	<p>Charges assessed by the Division or Lessor to defray the costs of retaining leased space for a period while such space is unoccupied.</p>