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Revised By:	Fonda Logston	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	Executive Office
Title:	Allocating Workspace for the OMES Data Center		
Description:	To facilitate centralized coordination and documentation of OMES Data Center Floor Plan and Emergency Evacuation Plans.		

Allocating Workspace for the OMES Data Center

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. To facilitate centralized access, easier transition, and tracking of necessary personnel and equipment into new or existing workspaces; to allow timely updates to the evacuation documentation and floor plan, notification to emergency personnel, and sharing of information between units.
2. Scope
 - 2.1. This operating standard applies to OMES IS employees and contractors residing in the OMES Data Center.
3. Discipline
 - 3.1. Administrative Standards
4. Terms and Definitions
 - 4.1. OMES – Office of Management and Enterprise Services – a state agency within the State of Oklahoma.
 - 4.2. ISD (or OMES IS) – Information Services Division – a division within the Office of Management and Enterprise Services.
5. Process
 - 5.1. Prior approval from the ISD Chief Operating and Accountability Officer is required before a manager or supervisor occupies space (cubicles or offices) within the OMES Data Center. The Procedure outlines the steps a manager or supervisor must take to gain approval.
 - 5.2. When space is needed for new or existing staff, the manager will need to do one of two things to gain approval for their space needs:
 - 5.2.1. Into the Central Office - When staff is moving into the OMES Data Center the supervisor of the staff will need to complete the online Onboarding Form. As part of completing the New Employee Onboarding Form on the CIO website, the supervisor will indicate the building, special accommodations and preferred office or cubicle number the new staff will occupy. If special accommodations are requested a HCM003 form needs to be included with the request.
 - 5.2.1.1. The Service Desk will create a Service Request and assign it to the ISD Executive Office Support provider group to update their documentation. The case will include the employee's name, building, special accommodations, office or cubicle number (if provided) and their supervisor's name.

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5.2.2. Within the OMES Data Center - When existing staff is being moved within the OMES Data Center, the supervisor of the staff will need to create a Service Request for space to be allocated for the move. The case should include what space is needed for the position, such as an office, a cubicle, or any special needs. Any preferred office or cubicle number should also be included.

5.2.2.1. The Service Desk will create a Service Request and assign it to the ISD Executive Office Support provider group to update their documentation. The case will include the employee's name, building, preferred office or cubicle number and their supervisor's name.

5.3. Once notified of a change of location of an employee through the Service Request, the Executive Office Support Staff will get started with the following coordination efforts:

5.3.1. Talk to the supervisor:

5.3.1.1. To find out the vicinity where the person will need to be located.

5.3.1.2. To see what, if any, special equipment, furniture, or accommodations will be needed.

5.3.2. If any equipment is needed, the Executive Assistant to the Chief Operations and Accountability Officer will create a Service Request to acquire the needed furniture and have it assigned to the ISD Facilities team.

5.3.3. If special accommodations have been requested the HCM003 form needs to be emailed to the ISD Human Resource Representative.

5.3.4. Update the floor plan and the office/cubicle phone list.

5.3.5. Create a Service Request to have the Evacuation Documentation and Emergency Coordinator information updated by the ISD Facilities Team.

5.3.6. Once the Service Desk receives the Service Requests, they will assign the Evacuation and Emergency Update case to the ISD Facilities provider group.

5.3.7. The ISD Facilities provider group will update the Evacuation Documentation and notify the appropriate Emergency Coordinator by email, listing the new person's name, location, phone number, and approximate effective date.

6. Roles and Responsibilities

6.1. Executive Office Staff

6.1.1. Identifies the location the new employee will sit.

6.1.2. Creates Service Request if any additional furniture or equipment is needed.

6.1.3. Updates the Floor Plan.

6.1.4. Updates the Office/Cubicle Phone List.

6.1.5. Creates a Service Request to update the Evacuation Documentation.

6.1.6. Updates the appropriate supervisor with the final office or cube assignment.

6.1.7. Emails the Human Resource Representative the HCM003 Special Accommodations form.

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- 6.2. ISD Facilities Team
 - 6.2.1. Orders any needed furniture or equipment and have it installed.
 - 6.2.2. Updates the Evacuation Documentation.
 - 6.2.3. Notifies the appropriate Emergency Coordinator by email, listing the new person's name, location, phone number and approximate start date.
- 6.3. Supervisor
 - 6.3.1. Completes the Service Request to request additional space, in the case of additional staff.
 - 6.3.2. Completes the New Employee Onboarding Form once an offer letter has been accepted and the new person has a PeopleSoft User ID.
 - 6.3.3. Completes the Service Request to request the moving of current staff or contractors.
 - 6.3.4. Completes the accommodation request form and attaches it to the Service Desk ticket.
- 6.4. Service Desk
 - 6.4.1. Creates a Service Request and assigns to the Executive Support Staff Provider Group with each OMES/ISD New Employee Onboarding Form to inform them of the impending arrival of a new team member.
 - 6.4.2. Assigns the Service Request for new space or moving of existing staff to the ISD Executive Support Staff Provider Group.
- 7. Limitations or Implementation Notes
 - 7.1. Criteria for Allocating Space
 - 7.1.1. First consideration will go to requests made first.
 - 7.1.2. Unoccupied office space located near a unit will be filled with personnel from that unit, when possible.
 - 7.1.3. If there is no unoccupied space in the unit or area where the team member is moving to, appropriate accommodations will be made.
 - 7.1.4. The size of the space allocated to any team member will be decided based upon their work requirements and operational needs.
 - 7.1.5. We will work to minimize the amount of time and money required to reconfigure office space and use the space the way it is presently available.
- 8. References
 - 8.1. IT Onboarding Form: <http://www.ok.gov/cio/> under Popular Links
 - 8.2. Floor Plan Location: **J://Function/ALL ISD/Floor Plans**
 - 8.3. Office/Cubicle Phone List: **J://Function/All ISD/Floor Plans**
 - 8.4. HCM003-Special Accommodations Form:
<http://www.ok.gov/OSF/documents/OMESFormHCM003.pdf>