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| <p style="text-align: center;">STATE OF ALASKA<br/>STANDARD OPERATING<br/>PROCEDURE<br/>Division of General Services</p>  | <p>S.O.P. L-6</p>                  | <p>PAGE 1 of 1</p>                 |
| <p><b>SUBJECT: Lease Space Parking Policy</b></p>   | <p>EFFECTIVE DATE: 3/17/1989</p>   |                                    |
| <p>APPROVED BY: Tanci Mintz, State Leasing &amp; Facilities Manager &amp; Vern Jones, Chief Procurement Officer</p>   | <p>SUPERSEDES S.O.P. #<br/>N/A</p> | <p>DATED:<br/>REVISED: 4/12/13</p> |
| <p><b>PURPOSE:</b></p> <p>This policy provides guidance to Executive Branch Agencies for the purpose of specifying the number of required parking spaces in State leased offices.</p> <p>Parking SOP L-6 is revised April 12, 2013 in conjunction with the implementation of the new Universal Space Standards.</p> <p><b>POLICY:</b></p> <p>It is the policy of the Division of General Services to provide parking space when needed by an agency at the ratio of not less than one space for every 250 square feet of office space, or compliance with local ordinances, for the State's exclusive use. Included in this number of spaces are the sufficient numbers of handicapped accessible spaces in accordance with ANSI 1117.1-1980. Added to this allocation are spaces for verifiable State-owned vehicles.</p> <p>In urban areas, parking for the State's exclusive use shall be specified to be within two blocks walking distance of the office location. Parking for the State's exclusive use which is adjacent to the building or on the same lot as the building shall be only the minimum necessary to meet essential mission related purposes. Sufficient additional parking which would be available to accommodate the parking of public clients, and office personnel is desirable within four blocks of the leased office space if practical. In nonurban areas of the State parking for the exclusive use of the State should be located to meet the agency mission and not unduly restrict competition.</p> <p>It is not the policy of the Division to provide a reserved parking area for every employee or is it the policy to assign specific reserved parking spaced to individual employees.</p> <p>After satisfying the agency's client/public parking need, remaining parking identified for the State's exclusive use may be further divided into an area for executive parking (deputy directors, directors, deputy commissioners, and commissioners), to be used on a first come, first served basis.</p> <p><b>NO MINIMUM STANDARD:</b> This policy does not establish a minimum standard or requirement for parking or any facet thereof, and does not apply to existing offices retroactively.</p> <p><b>EXCEPTIONS:</b> Parking requirements are often unique due to location, and agency requirements. For this reason this is a general policy which recognizes that there may be needs for exceptions when application of this policy is not practical. Requests for exceptions should be made to the director with justification provided by the agency based on mission requirements and client needs.</p> |                                    |                                    |

DEFINITIONS: Parking for the State's exclusive use is parking provided by the lessor to the State as a part of the lease. The State has exclusive use of such parking and may use it for clients, public, state vehicles, and employee parking.

State-owned vehicles are any vehicles for which the State holds title to and is assigned to the agency for agency use.

Urban areas are defined to include Anchorage, Fairbanks, and Juneau.