

POLICY: 3.4.1

General Policy on Facilities and Real Estate

Revised:

Last Reviewed: August 20, 2026

Adopted: September 5, 2024



POLICY:

1. Definitions

The term "Real Estate" has the same meaning as "Real Property" and includes land and anything permanently affixed to or growing upon the land; all rights issuing out of, annexed to, and exercisable within or about land; and any estate or interest in land.

The term "Facility" or "Facilities" includes buildings; structures; Technical College System of Georgia (TCSG) institution grounds; all outdoor areas of a USG institution, including streets, entrances, gates, and landscape features such as quadrangles, gardens, lakes, fountains, and fields; athletic venues; and improvements of all types.

The term "Property" includes both Real Property and Facilities.

The Term "Property Activity" or "Property Activities" includes all activities related to Property such as planning; acquisition; development, including design, construction, and renovation; management; operations; use; and disposition.

The Term "Campus" includes Property owned or leased by the State Property Commission on behalf of TCSG or any TCSG institution at a single physical location. For the purpose of this policy, the terms "Campus" and "Location" are synonymous.

The Term "TCSG Institution" or "Institution" includes any College or sub-entity under the state level leadership, management, and operational control of the Technical College System of Georgia.

2. Portfolio Management and Utilization

The State of Georgia shall hold title to the Property of each TCSG institution so that each institution shall receive the use and benefit of the Property devoted to its use. TCSG shall provide such technical assistance and services as shall be requested and needed by the State Properties Commission in the execution and performance of its duties under O.C.G.A. Chapter 16 Article 2.

TCSG and TCSG institutions shall act as good stewards of the Property held in their trust. The TCSG chief facilities officer shall be responsible for the management of the Property on behalf of the State Board and shall assist TCSG in maximizing the long-term

utility of the Property to accomplish the educational and workforce mission of the Technical College System. The State Board, the Commissioner, or the TCSG chief facilities officer may require TCSG institutions to provide reports related to TCSG Property.

3. Procedures, Standards, and Guidelines

The TCSG chief facilities officer is responsible for establishing standards and guidelines for Property Activities. A complete list of current standards and guidelines will be accessible on the TCSG web site.

The TCSG chief facilities officer shall work with the Office of Legal Services to make available standard forms of agreement, contracts, and other templates of legal documents that might expedite or facilitate Property Activities.

4. Delegation of Authority

Unless specifically designated otherwise, the Commissioner delegates the authority that he or she has under Section 3.4 of this Policy Manual to the TCSG chief facilities officer. The authorization may not be further delegated to TCSG institutions.

5. Campus Signage

Each TCSG institution shall have installed on its Campus, and on each existing Location, an appropriate number of properly designed and constructed, architecturally proper, and structurally sound exterior signs containing the name of the institution and identification of the institution as a part of the TCSG. Such signs shall be kept in good repair. Each exterior sign shall be able to be readily seen and quickly read from nearby public streets or highways.

A plaque of bronze cast metal or other appropriate material will be installed in all major construction projects including new buildings, additions, and renovations noting the year completed, the Governor and members of the State Board at the time of completion, other members of the State Board serving since the project was first approved, the architect, and the contractor.

If deemed appropriate by the President of the institution, major contributors may be recognized by inclusion on the plaque or a separate plaque.

6. Naming of Buildings and Spaces

[RESERVED]

7. Accessibility

[RESERVED]

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

O.C.G.A. § 50-16-38 All State Entities to Acquire Real Property Through Commission; Exceptions; Procedure for Handling Acquisition Requests; Funds for Acquisitions; Donations; Conveyance of Title

O.C.G.A. § 50-16-41 - Rental Agreements Without Competitive Bidding Authorized; Limitations; Commission Charged With Managing Administrative Space of All State Entities; Standards

Governing the Utilization and Reassignment of Administrative Space; Rules and Regulations
O.C.G.A. § 50-16-46. State Agencies Directed to Provide State Properties Commission With
Technical Assistance