



FLORIDA DEPARTMENT of

management
SERVICES

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Tenant Improvement Request Process

Erika DeRose

Trent Janasiewicz

NEW ADMINISTRATORS

LOCATION OF TIS FORMS

FUTURE ENDEAVORS OF THE TIS

Tenant Improvement

- The Tenant Improvement System (TIS) has been transferred to the DMS/REDM Leasing section and is now maintained by Erika DeRose, who is a part of the Interior Design Team within Leasing.
- Since Erika DeRose also maintains our database of AutoCAD floor plans for the Pool Facilities, this will streamline and merge the TI process along with the updating of state pool facility floor plans.
- Rahul Kamath will now be devoting his time to an on-going energy project for our construction section, but will still be available internally for technical assistance.
- Additionally, Trent Janasiewicz, who is also a part of the Interior Design Team, will be a back-up administrator for the TIS for times when Erika is out of the office, or there is a high volume of requests. This allows for continual processing of TI requests.
- The Tenant Improvement process itself has not changed for agency submissions. The TI request email address is also the same and is shown below for reference. Please feel free to contact me with any questions you may have.
- Tenant.Improvement@dms.myflorida.com

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- The TIS forms are located at the following web site:
http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/facilities_management/lease_management/state_agency_leasing_liaisons/pre_approved_lease_management_forms
- The TI forms are about mid-way down the page. ****I highly recommend book-marking this page if you haven't already.****
- Same site/location as your Leasing documents.
- Just a reminder: you will need to submit at **minimum** the items listed below in order for your request to be reviewed for DMS approval.
 - ❖ **the 4048 form**
 - ❖ **Before/After drawings**
 - ❖ **1-3 quotes (depending on project cost)**

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Future Endeavors/Goals for the Improved Efficiency of the TIS:

- Forms that can be completed online and submitted through our website.
- A quick reference guide for the agencies regarding which projects require State Fire Marshal Approval.
- A quick reference guide for the agencies regarding which projects *may* require city permitting.
- **PLEASE NOTE: The final responsibility and determination of permitting requirements will be with your contractors and will also vary based on the requirements of the city in which your project is located.**