Space Request Process

USER
1. Fills out Space Request Form (SRF)
2. Submits to the departmental Dean or Director with a copy to Office of Space Management (OSM).

DEAN/DIRECTOR (and) PROVOST/VICE CHANCELLOR
1. Officer approves and submits SRF to OSM
2. Submits to Provost/VC for changes involving non-departmental space or outside funding. Provost/VC approves or denies and forwards to OSM and User

OFFICE OF SPACE MANAGEMENT
1. Receives SRF.
2. Reviews form for completeness and authorized signatures.
3. OSM performs Space Assessment (SA) and Project Cost Analysis (PCA)
4. Send notice to User/Dean/Director of SA and PCA

USER/DEAN/DIRECTOR
1. User receives and reviews SA & PCS
   a. User elects to cancel request
      1. User notifies OSM to cancel Space Request
      2. OSM cancels Space Request
   b. User elects to proceed with request
      1. User addresses any concerns as a result of the SA & PCA
      2. User identifies funding source for project.
      3. User notifies OSM to proceed with Space Request

OFFICE OF SPACE MANAGEMENT
1. Receives and reviews Notice to Proceed
2. Forwards SRF to PBAC-FC for review

PBAC-FC
Receives and reviews SRF, SA, and PCA
   a. Return to User with Notice to OSM
      1. Rejected with recommendations for approval.
      2. Rejected for lack of support.
      3. Rejected for other cause.
   b. Approves and forwards to Facilities
      1. Notice to Facilities
      2. Notice to User
      3. Notice to OSM
   c. Submits recommendation to PBAC for Action
      1. Notice to PBAC
      2. Notice to User
      3. Notice to OSM
FACILITIES
1. Received and reviews SRF, SA, and PCA
2. Complete design in cooperation with User and OSM
3. Generates Project File for Final Approval by User
4. Sends copy of design documents to OSM

PBAC
Receives and reviews SRF, SA, and PCA
   a. Return to User with notice to OSM and PBAC-FC
      1. Rejected with recommendations for approval.
      2. Rejected for lack of support.
      3. Rejected for other cause.
   b. Approves and forwards to Cabinet
      1. Notice to Facilities
      2. Notice to User
      3. Notice to PBAC-FC
      4. Notice to OSM

Cabinet
Receives and reviews SRF, SA, and PCA
   a. Return to User with notice to OSM and PBAC
      1. Rejected with recommendations for approval.
      2. Rejected for lack of support.
      3. Rejected for other cause.
   b. Approves and forwards to Facilities
      1. Notice to Facilities
      2. Notice to User
      3. Notice to PBAC
      4. Notice to OSM

USER/DEAN/DIRECTOR
1. Receive and review PBAC_FC and/or PBAC Response to SR
2. Accept and notify OSM of action.
   a. Accept SR as approved.
   b. Cancel request
   c. Correct and resubmit based on recommendations
   d. Appeal rejection or recommendations to PBAC
3. For approved departmental funded projects, identify funding source and submit authorization to encumber funds.

OFFICE OF SPACE MANAGEMENT
1. Receive final authorization from user.
2. Document final result of SR.
3. Forward Notice to Proceed to appropriate Departments upon final user approval.
4. Monitor progress of active projects and update data records accordingly.