

# 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.**

# Space Request Flowchart

