

Space Request Process Outline:

1. Requestor completes Space Request Form (available on the Business Operations and Facilities website) and sends to managing Entity leader designee
2. New Space Requests are reviewed by Entity leader designee and action option is recommended or request denied.
3. All requests for change in use of space requires the signature approval of the area Executive Vice President

Action Options:

1. Facilities Planning will proceed with limited, in house space planning (expending no outside funds) to get more information and come back to managing Entity designee for direction.
2. Entity leadership provides budget and funding source to proceed with preliminary (limited) planning for the project. Project Manager is assigned, consultants hired, preliminary planning completed and Facilities returns to the managing Entity designee with preliminary scope, schedule, and budget information for direction.
3. Project is approved as presented, funding is provided, a project established and the work proceeds
4. Upon decision of action, managing Entity designee with Entity Leader consent, contacts requestor to communicate plan of action or denial.
5. If action is recommended and action approval signatures secured, request is forwarded to Program Director for Facilities Planning. Planning captures the request in a database, contacts the requestor, initiates action and reports progress back to the entity designee.