

Space Request Process Checklist

REQUEST TO ADVANCE SPACE REQUEST FORM

- ☐ Determine space need.
- ☐ Complete [Request to Advance Space Request Form](#)
- ☐ Cabinet Member review and signature
- ☐ Submit Request to Advance Space Request Form to Facilities Management c/o [Don Hudson](#) for review. (Submission Deadline: last business day of the month to be considered at the following month's meeting)
 - ☐ Request for Space Allocation/Modification to be processed by Facilities Management. **Facilities Management will contact requestor for scheduling.**
 - ☐ Request to Advance Space Request Form forwarded to Space Management Committee for review.
- ☐ Space Management Committee reviews Request to Advance Space Request Form.
 - ☐ **Request Denied by Committee: Process Ends**
 - ☐ Approved: Requestor to complete Space Request Form

SPACE REQUEST FORM

- ☐ Complete [Space Request Form](#)
 - ☐ Optional: Submit a Work Order for Assistance in Completing Information Needed on Space Request Form
- ☐ Submit Space Request Form to Facilities Management c/o [Don Hudson](#) for review. (Submission Deadline: last business day of the month to be considered at the following month's meeting)
 - ☐ Request for Space Allocation/Modification to be processed by Facilities Management. **Facilities Management will contact requestor for scheduling.**
 - ☐ Space Request Form forwarded to Space Management Committee for review
- ☐ Space Management Committee Reviews Space Request Form
 - ☐ **Request Denied: Process Ends**
 - ☐ Request Approved: Submitted to President for Final Approval
- ☐ President Review Recommended Space Request Form
 - ☐ **Denied Approval: Process Ends**
 - ☐ **Facilities Management will contact requestor for scheduling.**