Space Request

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AIM Customer Request (WO).

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**Customer**

1. **START**
   - Submit Customer Request in AIM to FSP (Space Request)

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**FS Work Control**

1.1. AIM customer request (Space Request) is received by FS

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**Facilities Space Planning (FSP)**

1.2.2. AIM customer request (Space Request) is received by FSP; Contact info is captured and changed to that of Facilities Space Planner

1.2.3. Contact customer 24 working hours from date/time Space Request is received

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**Space Committee**

7.3. Space request presented to Space Committee

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**Phone and Data Moves**

8.1. Customer receives AIM WO number in email from FSP

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**Phone and Data Moves**

8.2. Close WO/END

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**Space Request**

8.2. Managed Move

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**Space Request**

8.4. Documents space change information

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**Space Request**

7.3. Receive Space Committee decision

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**Space Request**

7.4. Inform customer of space committee decision and proceed accordingly

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**Space Request**

7.3. Managed Move

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**Space Request**

5. Managed Move

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**Space Request**

4. Managed Move

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**Space Request**

3. Managed Move

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**Space Request**

2. Managed Move

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**Space Request**

1. Managed Move

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**Space Request**

0. Managed Move
Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO).

Step 1.1. AiM Customer Request for FSP is received (Space Request)

Step 1.2.2. Work Control approves Customer Request

Step 1.2.2.2. Move Manager asks Work Control to approve Customer Request (Space Request)

Step 5.1. Will timeline allow for maintenance?

Step 6.1. Move Manager submits a customer request to Operations

Step 8.1. Move Manager receives AiM WO number and emails to customer.

Note: FS Work Control will not promote any Customer Request (Space Request) for FSP until asked to do so by the Move Manager.
Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AIM Customer Request (WO).

**NOTES:**
- Space analysis – Requesting department’s current assigned space compared to FTE’s
- Any items from the space standards that apply
- Current floor plans
- Any other relevant information to assist Space Committee in making a decision