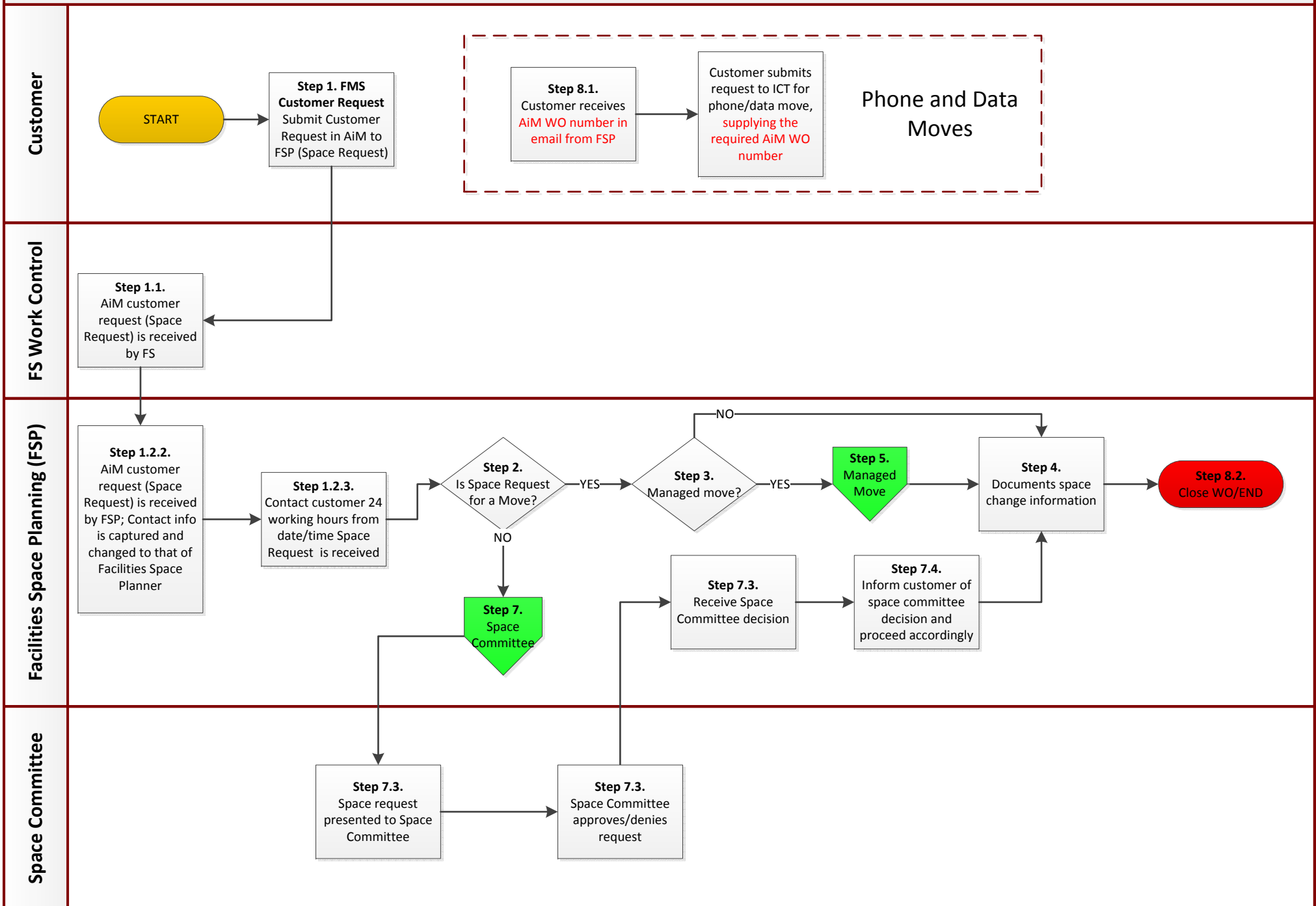


# Space Request

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



# Space Request-Managed Moves

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

Work Control

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

Note: FS Work Control will not promote any Customer Request (Space Request) for FSP until asked to do so by the Move Manager

**Step 1.2.2.2.**  
Work Control approves Customer Request

Facilities Space Planning (FSP)

**Step 1.2.2.**  
AiM Customer Request is received

**Step 5.1.**  
Will timeline allow for maintenance?

NO

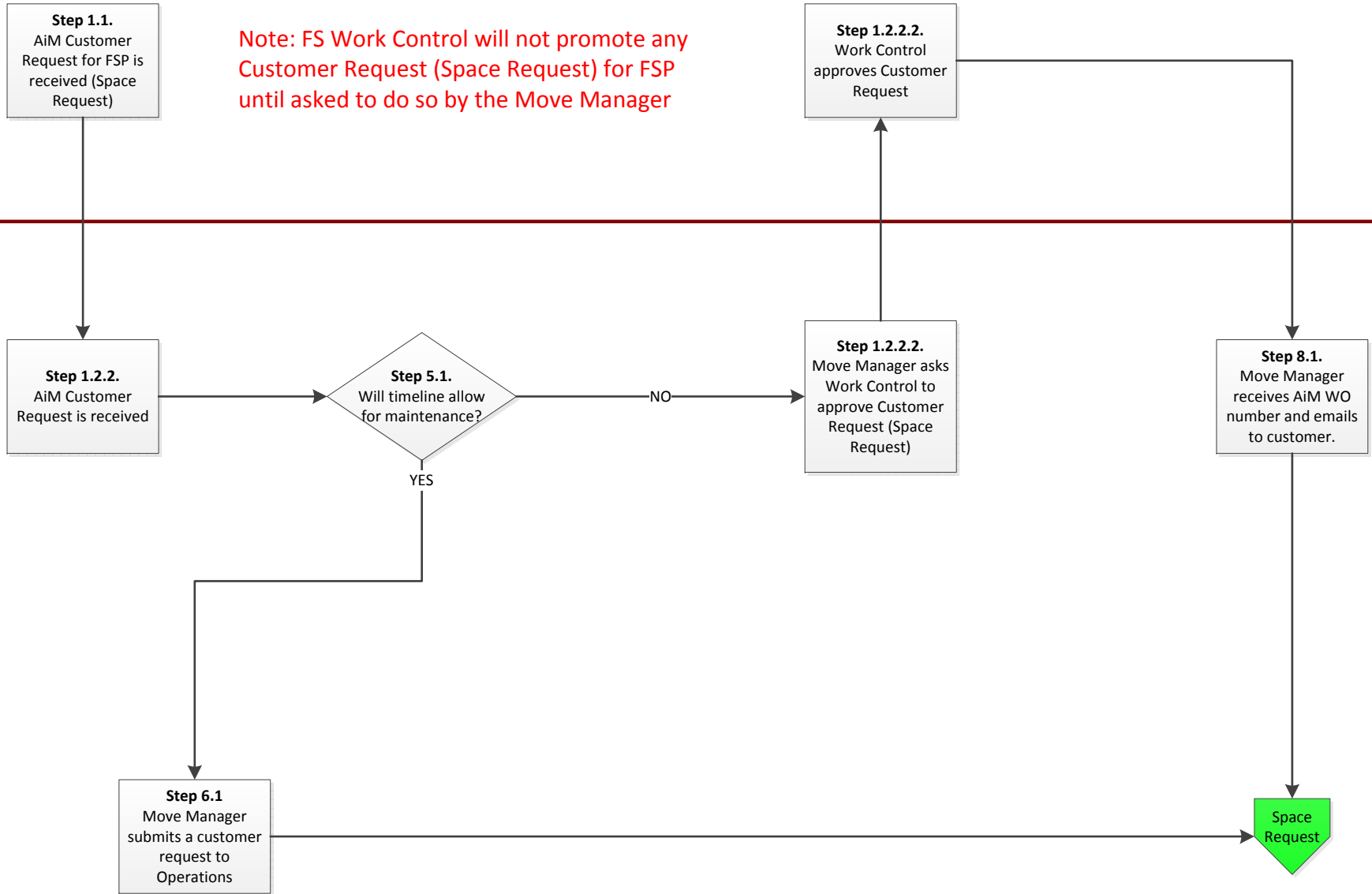
**Step 1.2.2.2.**  
Move Manager asks Work Control to approve Customer Request (Space Request)

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

YES

**Step 6.1**  
Move Manager submits a customer request to Operations

Space Request

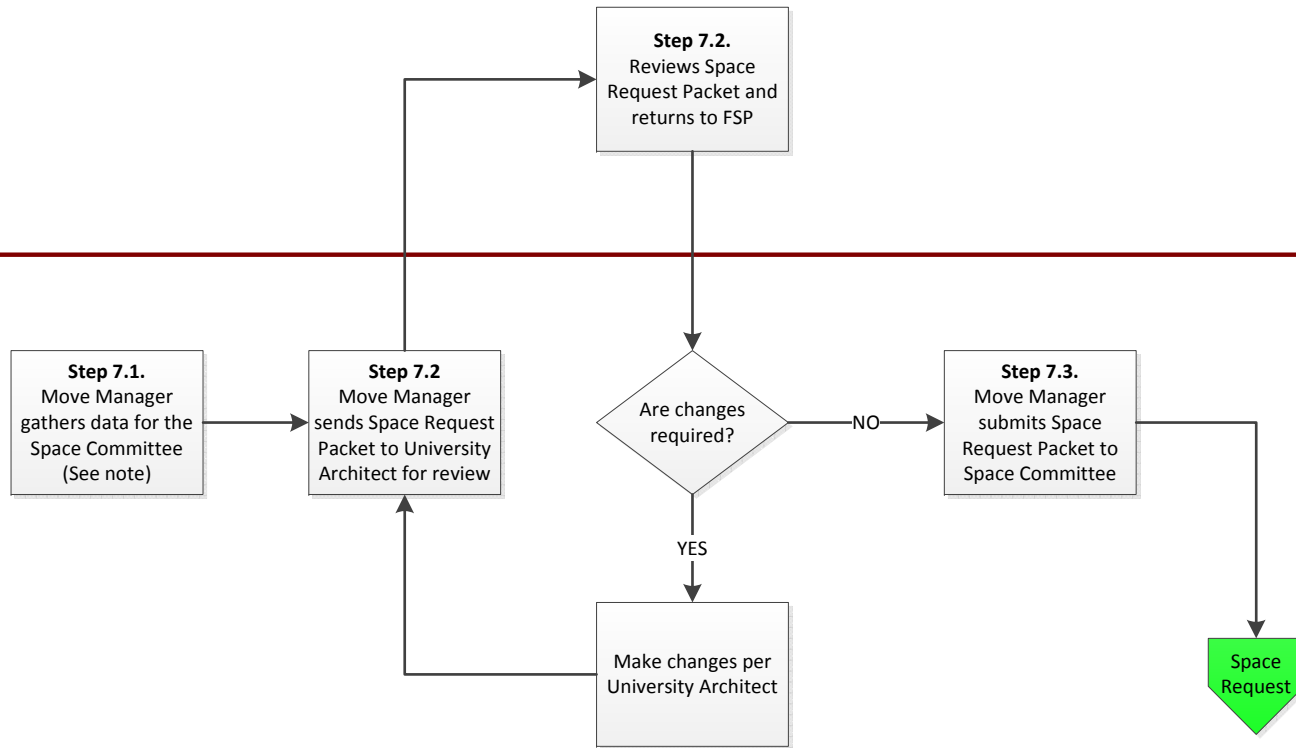


# Space Request-Space Committee Preparation

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

University Architect

Facilities Space Planning



## 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