Space Request Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO). **Customer submits** Customer Step 1. FMS request to ICT for Step 8.1. Phone and Data **Customer Request** Customer receives phone/data move, **START Submit Customer** AiM WO number in supplying the Moves Request in AiM to email from FSP required AiM WO FSP (Space Request) number **Work Control** Step 1.1. AiM customer request (Space Request) is received by FS FS Planning (FSP) Step 1.2.2. Step 5. Step 2. Step 4. AiM customer Step 3. Managed Step 8.2. Is Space Request Documents space request (Space Step 1.2.3. Close WO/END Managed move? Move for a Move? change information Request) is received Contact customer 24 by FSP; Contact info working hours from is captured and date/time Space NO changed to that of Request is received **Facilities Space Facilities Space** Step 7.4. Step 7.3. Planner Inform customer of **Receive Space** space committee Step 7. Committee decision decision and Space proceed accordingly ommittee Space Committee Step 7.3. Step 7.3. Space request Space Committee presented to Space approves/denies Committee request

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). Step 1.1. **Work Control** Step 1.2.2.2. Note: FS Work Control will not promote any AiM Customer Work Control Request for FSP is Customer Request (Space Request) for FSP approves Customer received (Space Request until asked to do so by the Move Manager Request) Step 1.2.2.2. Step 8.1. Move Manager asks Step 1.2.2. Step 5.1. Move Manager Work Control to AiM Customer Will timeline allow receives AiM WO approve Customer Request is received for maintenance? number and emails Request (Space to customer. Request) YES Facilities Space Planning (FSP) Step 6.1 Move Manager Space submits a customer Request request to Operations

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** Step 7.2. **Reviews Space** Request Packet and returns to FSP Step 7.2 Step 7.1. Step 7.3. Move Manager Move Manager Move Manager Are changes gathers data for the sends Space Request submits Space required? Space Committee Packet to University Request Packet to (See note) Architect for review Space Committee YES **Facilities Space Planning** Make changes per Space **University Architect** Request 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