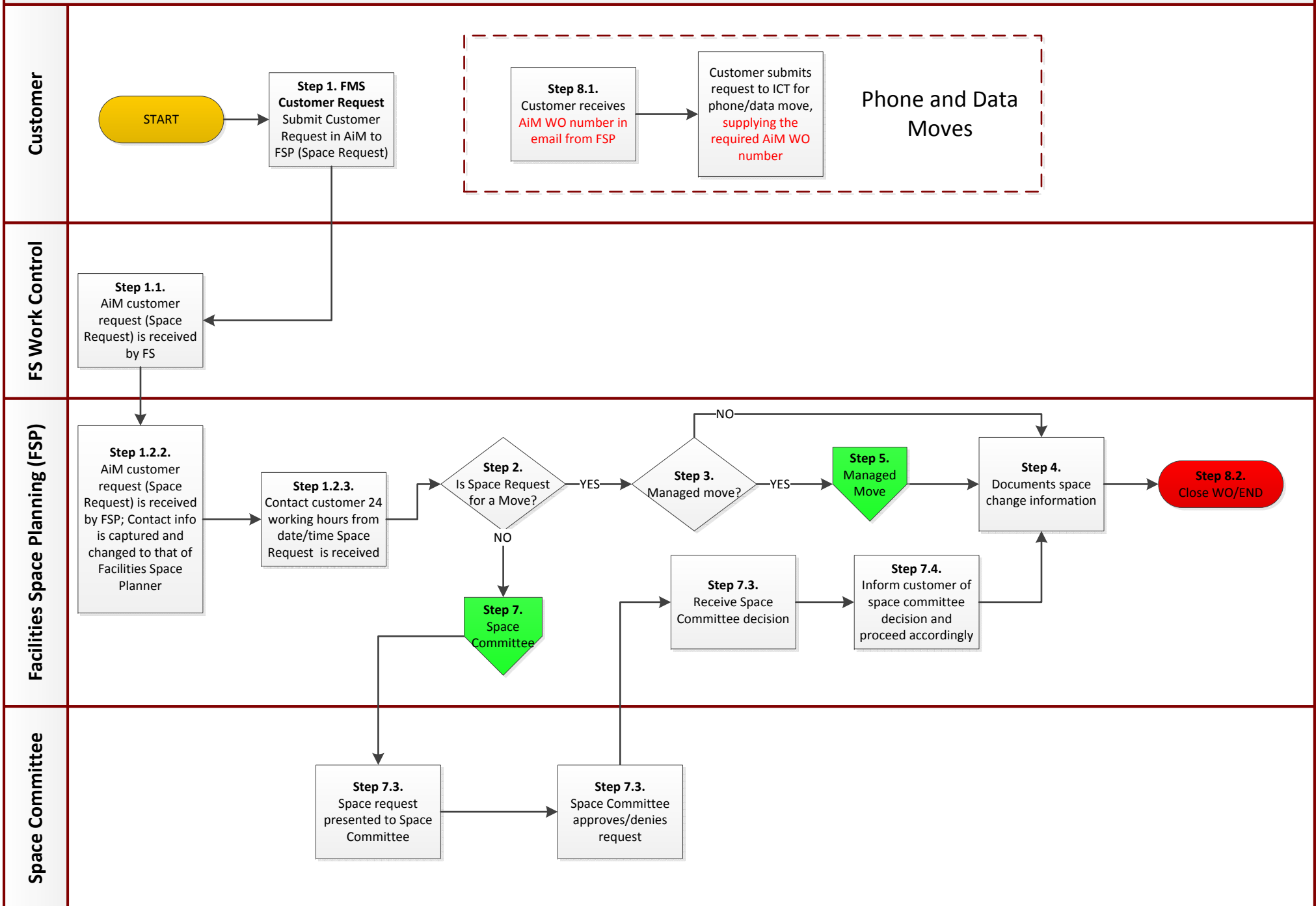


Space Request

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

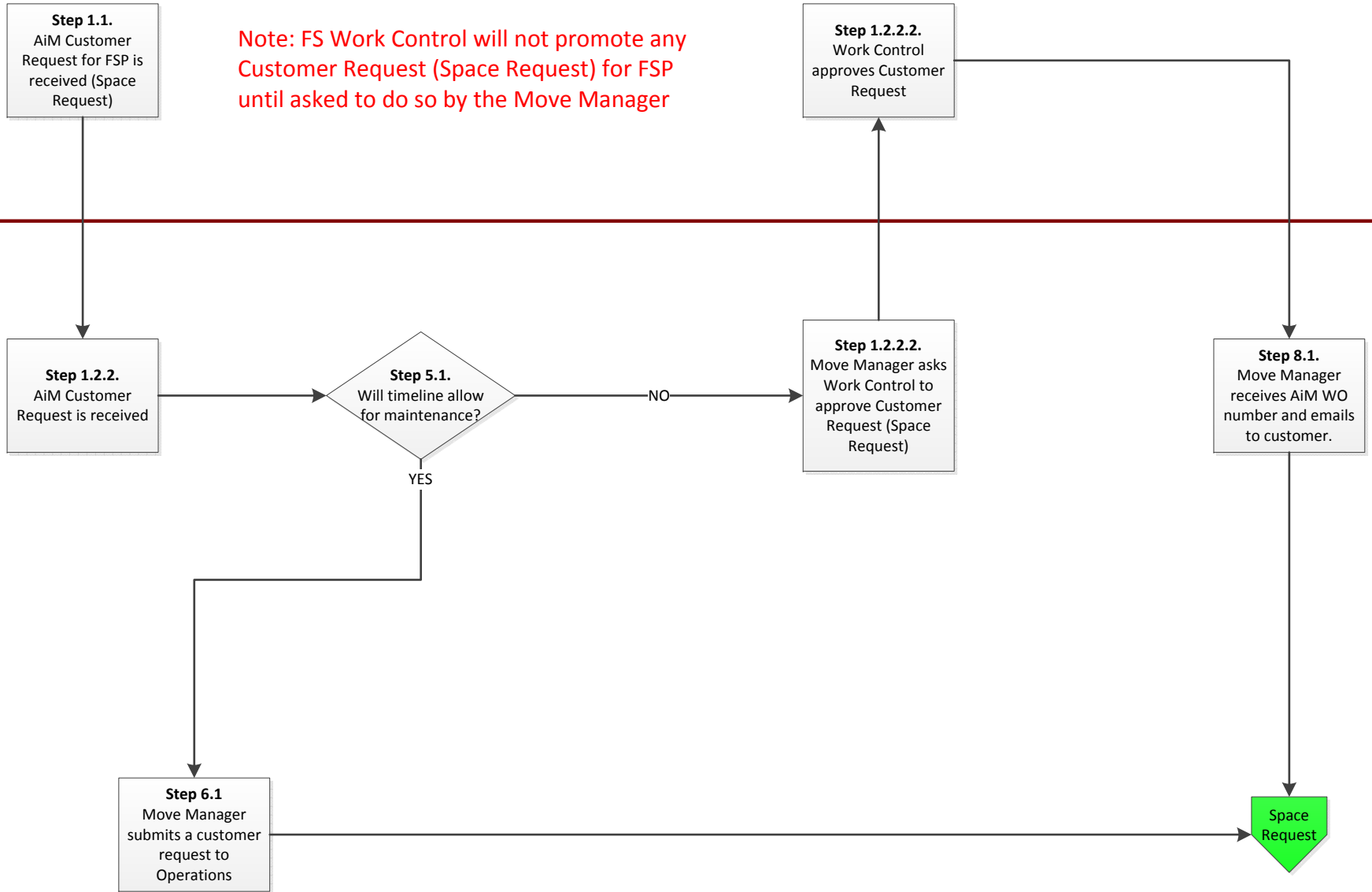
Step 1.2.2.2.
Move Manager asks Work Control to approve Customer Request (Space Request)

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

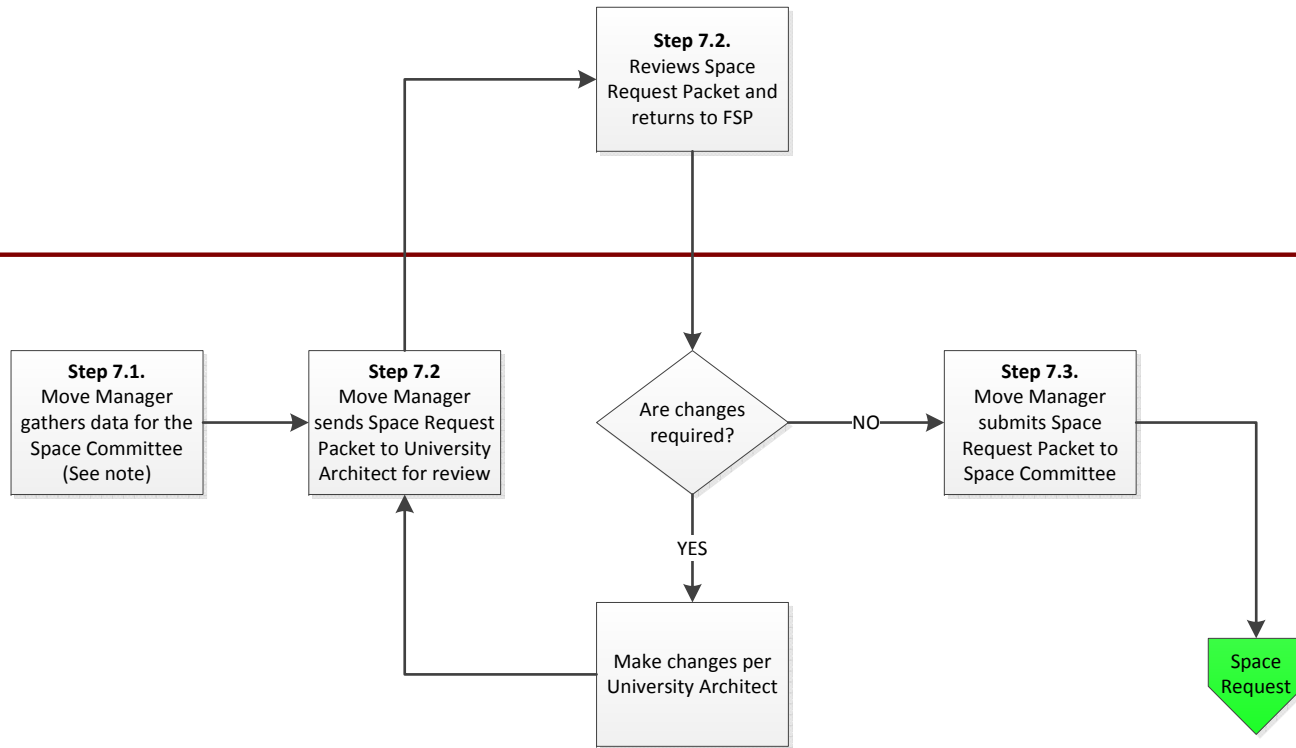


Space Request-Space Committee Preparation

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