Space Management Approval Process

**Request to Reconfigure or Change Use of Currently Assigned Space**

- **Change room type and use of currently assigned space with NO structural modifications.**
  - Use this form: *Facility Space Related Action Request*
  - Ex: change room type and use from conference room to office

- **Remodel currently assigned space**
  - Use this form: *Facility Space Related Action Request*
  - Ex: add/remove doors, walls, furniture, etc.

**Space Management Committee Review and Approval**

- **Funded from existing unit funds**
- **Requires Additional Funding**

**Fiscal Request Submission and Approval**

**Proceed with Project**

**Modify facilities inventory when changes are completed.**

**Request Additional Assigned Space**

- Request additional space by completing the "*Facility Space Related Action Request*" form and send it to the Chair of the Space Management Committee

**Space Management Committee Review and Recommendation**

**Review and Approval by President**

**Fiscal Request Approval if additional funding required**

**Proceed with remodel work if required**

**Modify facilities inventory when project completed**