

Overview of Space Request Process

Action	Responsible Department/Division/Unit
1. Request for space	Office of Space Management
2. Analysis of space use	Office of Space Management
3. Evaluation of space need	Office of Space Management
4. Recommendation/Proposal for space	SPACe and SSC
5. Review of Recommendation/Proposal	SPACe and SSC
6. Review and Action <ul style="list-style-type: none">● Recommend● Reject● Request Further Study	SPACe and SSC
7. Review and Action <ul style="list-style-type: none">● Recommend● Reject● Request Further Study	Chancellor