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**
- Fiscal Request Approval if additional funding required

**Proceed with Project**
- Modify facilities inventory and Banner Schedule when changes are completed.

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**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 and Banner Schedule when project completed