Space Request Process Map
FoM Departments, Schools, Centres, Institutes & Administrative Units

Dept/School/Centre/Institutes/Unit

1. Identify need for space
2. Submit space request
3. Conduct assessment of requesting unit’s current space allocations & utilization
   - Move, reconfiguration or renovation options?
     - YES
       - Determine appropriate plan/actions
     - NO
       - Seek opportunities within Academic space Inventory at requested site
         - YES
           - Move options? Reconfiguration/Renovation options?
             - YES
               - Add to wait list
             - NO
               - Submit space request to Health Authority/University
                 - Space request fulfilled?
                   - YES
                     - Add to wait list
                   - NO
                     - Implement moves
1. Acquire/Reconfigure furniture
2. Carry out renovations

Space Planning & Facilities Management

Health Authority/University

Last revised: July 2013