

# **Space Request Process**

## **USER**

- 1. Fills out Space Request Form(SRF)**
- 2. Submits to the departmental Dean or Director with a copy to Office of Space Management (OSM).**

**FACILITIES**

- 1. Received and reviews SRF,SA, and PCA**
- 2. Complete design in cooperation with User and OSM**
- 3. Generates Project File for Final Approval by User**
- 4. Sends copy of design documents to OSM**

**PBAC**

**Receives and reviews SRF, SA, and PCA**

- a. Return to User with notice to OSM and PBAC-FC**
  - 1. Rejected with recommendations for approval.**

