**SPACE REQUEST PROCESS MAP**

**AHC Office of Facilities & Capital Planning**

- **REQUESTER**
  - Determine a space need
  - Receive rejection decision
  - Communicate decision to requester
  - New program analysis?
  - Requester approval?

- **FINANCE PEOPLE**
  - Financial approval to acquire additional sq ft?
  - Communicate decision to requester
  - Financial approval for add’l sq ft & improvement funding?

- **SPACE ANALYSTS**
  - Put on space request tracking list
  - Send form to requester
  - Form is returned
  - Explore space options
  - Communicate decision to requester
  - Make official transfer of space in USpace system
  - Update space request tracking list with decision

- **AHC PLANNERS**
  - Program analysis
  - Explore space options
  - Document solution options
  - Propose solutions to requester
  - Document space assignment

- **AHC RBMS**
  - Program analysis
  - • Utilization
  - • Timing
  - • Additional requirements
  - • High level estimate & generic fit plan

  - • Open space
  - • Poorly used space & specific fit plan
  - • Negotiate space trades
  - • Internal exploration