

STEP 1: Initiate the Planning Process

- ❑ **Requestor** notifies department chair or supervisor of space need.
- ❑ **Department Chair or Supervisor** discusses space need with Dean or Vice Chancellor using WSSU's Strategic Plan, annual Strategic Priorities, or the Master Plan to substantiate the request.
- ❑ **Requestor** discusses space need with Facilities Management after approval granted by department chair or supervisor and Dean or Vice Chancellor.

STEP 2: Space Request Form

- ❑ **Requestor** completes the University Space Committee Form.
- ❑ **Requestor** submits the form to Facilities Management at universityspacerequest@wssu.edu before the 1st of the month.

STEP 3: Verification Process

- ❑ **Facilities Management** checks the accuracy of the University Space Committee Form.
- ❑ **Facilities Management** engages the requestor to perform a final assessment of the space
- ❑ **Facilities Management** forwards the form to the University Space Committee.

STEP 5: Communication of Decision

- ❑ **University Space Committee** notifies Facilities Management of its affirmative or negative decision.
- ❑ **Facilities Management** communicates this decision in writing to the Requestor with explicit "next steps" (if applicable)
- ❑ **Meeting Recorder** places meeting agenda, meeting minutes, and decision online

STEP 4: University Space Committee Review and Approval

- ❑ **University Space Committee** reviews the Space Committee Form during its monthly meeting.
- ❑ **University Space Committee** requests additional information to reach a decision if necessary or decides on the space request by formal vote.

**University Space Committee
Request Work Flow
(Updated May 12, 2021)**