SPACE REQUEST APPROVAL PROCESS

Individual or Unit within Department Identifies Space Need

Does request alter department assignment or current use of space? (with **NO** need for construction or new furniture?)

NO

Does request alter room square footage, configuration, or space assignment? (with need for construction or new furniture)

NO

No further approval needed

YES

YES

Complete Space Allocation Request (**SR**) Form and submit to Chair/Supervisor for approval

DENIED

Send back to initiator

Complete Project Initiation (**PI**) Form, submit to Chair/Supervisor for approval

DENIED

Send back to initiator

APPROVED

APPROVED

Completed **SR** Form submit to Dean/AVP for approval and signature

DENIED

Send back to Chair/Supervisor Cc. initiator

Completed **PI** Form submitted to Dean/AVP for approval and signature

DENIED

Send back to Chair/Supervisor Cc. initiator

APPROVED

APPROVED

Completed **SR** Form submit to VP for approval and signature

DENIED

Send back to Dean/AVP Cc. Department

Completed **PI** Form submitted to VP for approval and signature

DENIED

Send back to Dean/AVP Cc. Department

APPROVED

APPROVED

SR form is submitted to Space Management for review and submission to the Strategic Space Planning Committee for review - SpaceManagement@nau.edu

PI form is submitted to Planning, Design and Construction for project creation-
Found on Facility Services Web page https://in.nau.edu/facility-services/

Send back to VP Cc. Department

DENIED

Space Management completes analysis/research of request and submits to appropriate space review team for approval.
Teams include:
Learning Space Review Team
Research Review Team
Provost Review Team
Community Campus Review Team
Landscape/Exterior Review Team

PD&C submit copy of PI form with Project number to Space Management for review, after developing preliminary scope and budget.

Completed **SR/PI** Form approved by appropriate space review team?

APPROVED

SSPC receives completed SR/PI form from Space Management with supporting documents for analysis

Committee Chair reviews funding with CFO. Funding confirmed?

YES

Committee reviews SR/PI form.

NO

Send memo to VP Cc. approval chain

NO

Memo created and sent to requester and approval chain. Cc. President, SSPC, Building Manager, and Project Manager confirming approval

YES

Final Approval?

Space Request (SR) Form can be found at
https://nau.edu/vpadmin/space-management/
Project Initiation (PI) Form can be found at
https://nau.edu/Facility-Services/Planning/Design---Construction/