Flowchart of Space Request Process

Request for Space or Renovation

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Receive & Log request

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HSC Facilities Office Reviews

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Is the form complete?

— No → Contact Department to clarify → Send to Department if they need major modifications.

— Yes ↓

HSC Space Allocation Cmte Approval

— No → Communicate with Department for Denial or Adjustment with further instructions/clarifications.

— Yes ↓

Process request, commuinicate with Deptartment

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HSC Facilities Office conducts needs assessment with customer → Assist Department w/ Process: PO's, PRs

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Installation/Project Complete