

**Post-allocation
Space Assignment Process**

Conceptual Space Plan
Approved

EVC/Provost makes **initial
space allocation** to each
Division

Is a **change needed
within** a Division's
Allocated Space?

**Does the change require
renovations** in excess of
\$35,000 or changes to
Mechanical, Electrical or
Plumbing facilities?

Yes

No

**Request
must be
included in
the formal
Annual
Space Plan
and Budget
Cycle unless
exception
granted by
EVC/Provost**

**Request
requires
approval by
Division
Head**

Is a **swap of allocated
space** among Divisions
proposed?

**Does the change require
renovations** in excess of
\$35,000 or changes to
Mechanical, Electrical or
Plumbing facilities?

Yes

No

**Request
must be
included in
the formal
Annual
Space Plan
and Budget
Cycle unless
exception
granted by
EVC/Provost**

**Request
requires
approval by
all Divisions
affected and
assent from
the EVC/
Provost**

Is there a need for **an
additional allocation** of
space to the Division?

**Does the request require
renovations** in excess of
\$35,000 or changes to
Mechanical, Electrical or
Plumbing facilities?

Yes

No

**Staff will
identify
options and
cost
estimates.**

**Request must
be included in
the formal
Annual Space
Plan and
Budget Cycle**

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