SP012.3 Space Request Workflow

**Policy Type:** Administrative/Operations  
**Training Required:** No  
**Revision Date:** July 13, 2021

### Workflow

**Step 1:** Submit an online space request form for any of the following reasons:

- Relocation
- Temporary move
- Acquiring new space
- Convert to project

**Step 2:** Approving authority will send notification as applicable:

- Department Chair / Director
- Clinic Administrator
- Clinic Manager
- Dean’s Office has final approval

**Step 3:** S & F Manager to qualify checklist request.

- If Yes
  - Update Archibus and UNLV Employee Directory
  - Confirm employee status is updated in Workday before proceeding
  - Coordinate more logistics, IT and maintenance requests
  - Request move checklist
    - Email requester checklist (requester responsibilities)
    - Update any site notes for identified issues that requester should contact
    - Reply back to space@medicine.unlv.edu with completed checklist

- If No
  - Provide recommendations to requester.
  - If the requester approves recommendations:
    - Update Archibus and UNLV Employee Directory
    - Confirm employee status is updated in Workday before proceeding
    - Coordinate more logistics, IT and maintenance requests
    - Request move checklist
      - Email requester checklist (requester responsibilities)
      - Update any site notes for identified issues that requester should contact
      - Reply back to space@medicine.unlv.edu with completed checklist

**NOTE:** Process reverts back to the authority for discussion on resolution