Department desires new, different, and/or additional space

Department / Unit Completes IRP Web-based request form

Does Request Alter Space Assignment or Use Coding?

Yes

Does request update assignment only (e.g., Prof. Smith replaced by Prof. Jones)?

Yes

No

Does the request impact the coding or use of the space and/or result in a “domino” of other assigned spaces?

Yes

Request reviewed and assessed by SPACE Committee and other stakeholders as required

Request for Space Assignment Approval forwarded to Chancellor

Change made in Official UNL Space Inventory Database

Original Request filed in IRP space assignments

Assignment of existing departmental or unoccupied space

Reassignment of space from one unit to a different unit

Assignment of new space

Leased Space

FM&P Property Manager

Space vacated recaptured by institution

No

Department “triggers” a change to space through facilities or other university service unit (e.g., dataport, re-key, remodel, etc.)

Notices sent from IRP to initiating department and on-campus offices to proceed with the assignment and/or change

No

Departmental Space Audit Conducted

Notice of disapproval sent

Yes

Yes

No

Does the request satisfy a programmatic priority or consistent with strategic priorities?

Yes

No

8/15/05