SPACE REQUEST PROCESS
FLOWCHART

Campus Administrator/Initiator identifies space need by completing the Space Request Form, which may be found at http://www.csusm.edu/pdc/SpacePlanning/index.html

Initiator obtains required signatures and submits the Space Request Form to the appropriate VP/Provost

If approved by appropriate VP/Provost, the Space Request Form is forwarded to Planning, Design and Construction (PDC)

PDC reviews request and develops space recommendations and projects costs of project for Executive Council review

If Executive Council approves the recommendations, PDC drafts the Small Project Approval Form and confirms funding with the initiator

PDC forwards the Small Project Approval Form to the Appropriate VP/Provost for signature approval

The signed Project Approval Form is routed back to PDC

PDC informs the initiator the request has been approved and coordinates space request project