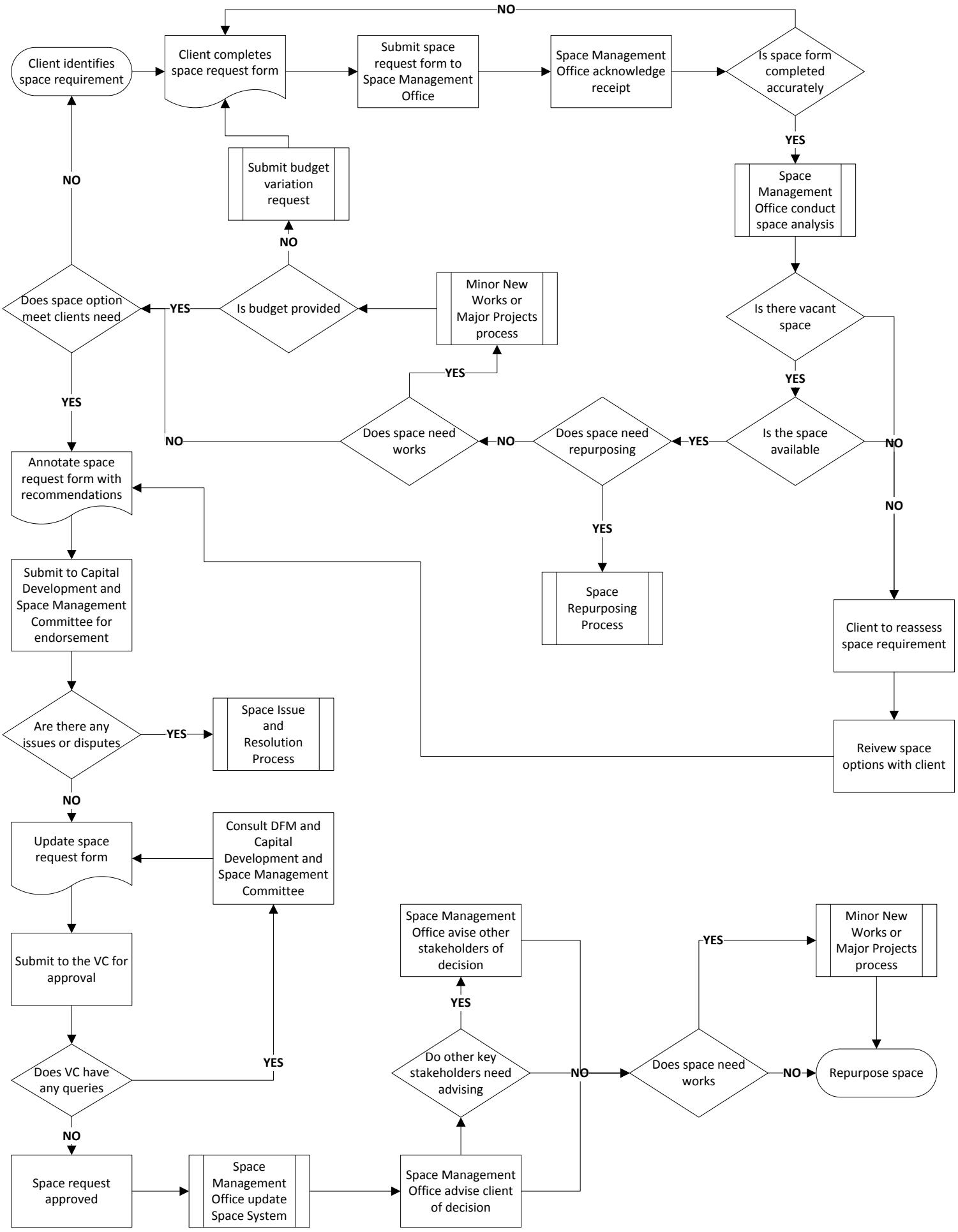
Client identifies space requirement
Client completes space request form
Submit space request form to Space Management Office
Space Management Office acknowledge receipt
Is space form completed accurately
NO
YES
Space Management Office conduct space analysis
Is there vacant space
YES
Is the space available
NO
YES
Does space need repurposing
NO
YES
Space Repurposing Process
Does space need works
NO
YES
Minor New Works or Major Projects process
Is budget provided
YES
NO
Submit budget variation request
Does space option meet clients need
YES
NO
Client to reassess space requirement
Reivew space options with client
Annotate space request form with recommendations
Submit to Capital Development and Space Management Committee for endorsement
Are there any issues or disputes
YES
Space Issue and Resolution Process
NO
Update space request form
Consult DFM and Capital Development and Space Management Committee
Submit to the VC for approval
Does VC have any queries
YES
NO
Space request approved
Space Management Office update Space System
Space Management Office advise client of decision
Do other key stakeholders need advising
YES
Space Management Office avise other stakeholders of decision
NO
Does space need works
YES
Minor New Works or Major Projects process
NO
Repurpose space