SPACE REPURPOSING PROCEDURE

Client identifies space repurposing requirement

Client completes space request form

Submit space request form to Space Management Office

Space Management Office acknowledge receipt

Is space form completed accurately

Submit budget variation request

Minor New Works or Major Projects process

Annotate space request form with recommendations and plan

Does space need works

Does space plan meet clients need

Space Management Office conduct space analysis

Space Management Office develop concept plans

Does space option meet client needs

Review space options with client and other key stakeholders

Are there any issues or disputes

Space Issue and Resolution Process

Consult DFM and Capital Development and Space Management Committee

Update space request form

Submit to the VC for approval

Does VC have any queries

Space Management Office advise other stakeholders of decision

Do other key stakeholders need advising

Space Management Office advise client of decision

Space request approved

Repurpose space

NO

YES

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

NO

YES