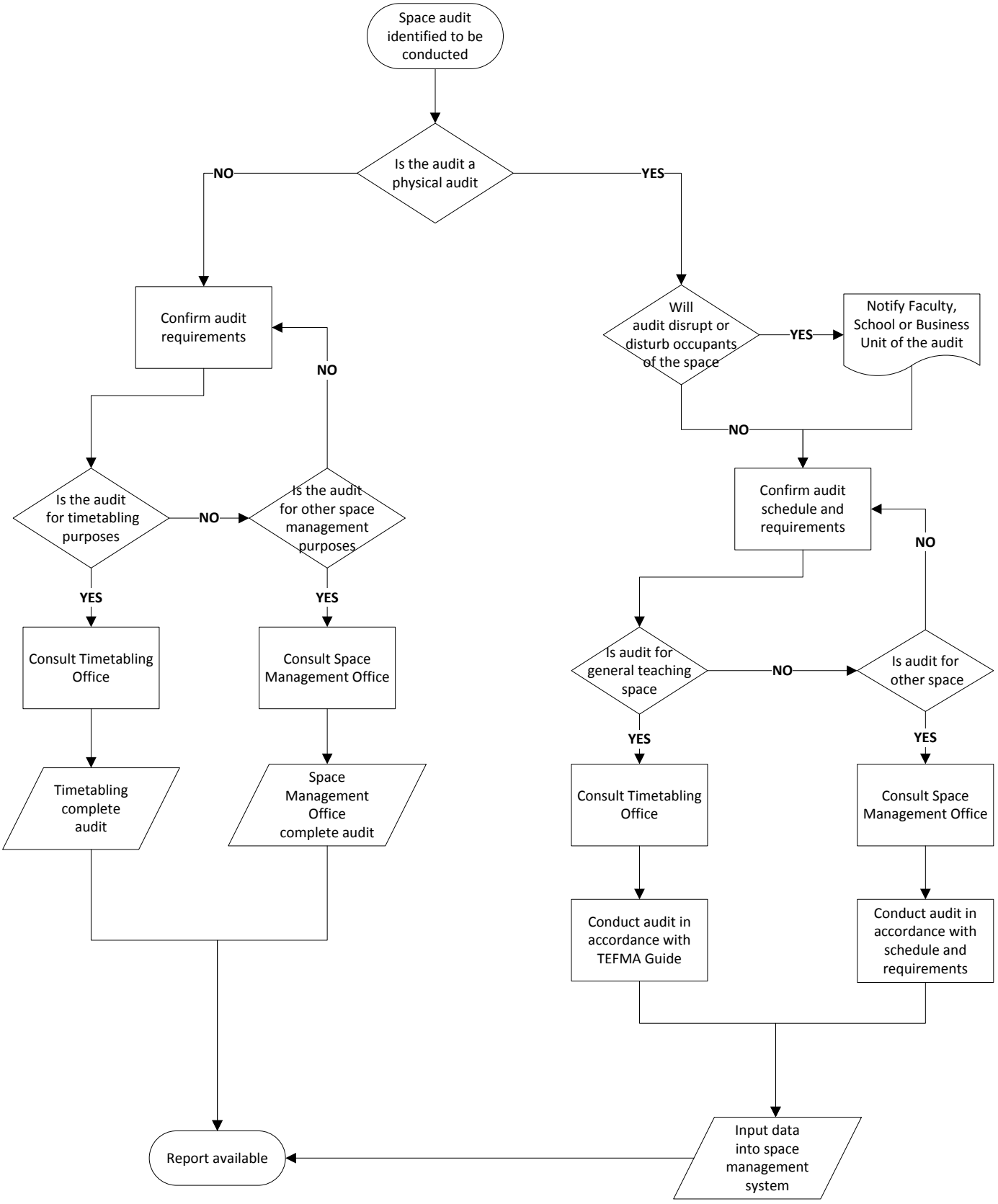
Space audit identified to be conducted
Is the audit a physical audit
NO
YES
Confirm audit requirements
NO
Is the audit for timetabling purposes
NO
Is the audit for other space management purposes
YES
YES
Consult Timetabling Office
Consult Space Management Office
Timetabling complete audit
Space Management Office complete audit
Will audit disrupt or disturb occupants of the space
YES
Notify Faculty, School or Business Unit of the audit
NO
Confirm audit schedule and requirements
NO
Is audit for general teaching space
NO
Is audit for other space
YES
YES
Consult Timetabling Office
Consult Space Management Office
Conduct audit in accordance with TEFMA Guide
Conduct audit in accordance with schedule and requirements
Input data into space management system
Report available