

SP012.3 Space Request Workflow

Policy Type: Administrative/Operations
Revision Date: July 13, 2021

Training Required: No

Workflow

Step 1: Submit an online space request form for any of the following reasons:

- Relocation
- Temporary move
- Acquiring new space
- Convert to project

Step 2: Approving authority will send notification as applicable:

- Department Chair / Director
- Clinic Administrator
- Clinic Manager
- Dean's Office has final approval

Step 3: S & F Manager to qualify checklist request.

- If Yes
 - Update Archibus and UNLV Employee Directory
 - Confirm employee status is updated in Workday before proceeding
 - Coordinate more logistics, IT and maintenance requests
 - Request move checklist
 - ✓ Email requester checklist (requester responsibilities)
 - ✓ Update any site notes for identified issues that requester should contact
 - ✓ Reply back to space@medicine.unlv.edu with completed checklist
- If No
 - Provide recommendations to requester.
 - If the requester approves recommendations:
 - Update Archibus and UNLV Employee Directory
 - Confirm employee status is updated in Workday before proceeding
 - Coordinate more logistics, IT and maintenance requests
 - Request move checklist
 - ✓ Email requester checklist (requester responsibilities)
 - ✓ Update any site notes for identified issues that requester should contact
 - ✓ Reply back to space@medicine.unlv.edu with completed checklist
 - *NOTE: Process reverts back to the authority for discussion on resolution*