Space Request Process

1. **Space Request Submitted**
   - Check if sufficient information is provided.
     - Yes: Forward request to ACOO for review and approval.
     - No: Notify submitter to gather needed information to summarize to ACOO.

2. **ACOO Decision**
   - Supported by ACOO: Put on document for SNC committee review and discussion.
     - Yes: Review and discuss at SNC meeting.
     - No: Review current and future available space options.

3. **SNC Decision**
   - SNC agrees on next steps: Space available and approved to proceed.
     - Yes: Keep on report until complete.
   - No support from SNC: Notify submitter and end process.

4. **Outcome**
   - No support from ACOO: Notify submitter and end process.
   - No support from SNC: Notify submitter and end process.
   - Space available and approved to proceed: Keep on report until complete.

Click here to go to the Space Request Form
Click here to go the UMH Space Information homepage