Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO).

**Requestor**

1. **START**
   - Submit Customer Request in AiM to FSP

2. Requestor receives AIM WO number in email

3. Interview Requestor for details of move (Who, what, where and how will space be used per OMB categories)

4. Submit request to ICT for phone/data move, supplying the AIM WO number for reference

**Facilities Space Planning**

- AIM WO Received
  - Is Space Request for a Move? YES
    - Managed move? YES
      - Manage the move per requestor’s needs
      - Enter new space information into AiM
      - Close WO/END
    - Managed move? NO
      - Contact Requestor (24 Working Hours from date/time WO is received) for details
      - FSP prepares data for space committee review

- AIM WO Received
  - Is Space Request for a Move? NO

**Space Committee**

- Space request presented to Space Committee
- Space Committee approves/denies request

**Actions**

- Receive Space Committee decision
- Inform requestor of space committee decision
- Document new space assignment/occupant information
- Contact Requestor (24 Working Hours from date/time WO is received) for details
- FSP prepares data for space committee review
- Enter new space information into AiM
- Close WO/END