**COM-T Space Request Process Map**

Step 1- Department / Center

Obtain Department/Center Chair’s approval signature.

Submit request to Department/Center Space Committee for review.

* Review: [COM-T Space Guidelines](https://medicine.arizona.edu/internal-resources/form/com-t-space-guidelines)
* Review: [COM-T Space Management Procedure Manual](https://medicine.arizona.edu/internal-resources/form/com-t-space-management-procedure-manual)
* Complete: [COM-T Space Request](https://medicine.arizona.edu/internal-resources/form/com-t-space-request)
* Emphasize how the request satisfies the guiding principles.

Submit to [COM-T-Space@arizona.edu](mailto:COM-T-Space@arizona.edu) approved Space request.

Note: this will trigger a space audit.

Step 2 – COM-T Space Committee

Committee Review

* Staff assistance to compile data and potential options
* The COM-T Space Committee will review the request and make recommendation to the Dean.

Initial Review

* The COM-T Space Committee Chair will make an initial review decision to send to committee.

Step 3- COM-T Dean

Committee recommendations sent to Deans Office

* Review and Approval by Dean or Deans Designee.
* Signed recommendations sent via Email to the Department/Center Chair and affected parties.