

Pre-Submittal Checklist

Note: USFAC reviews space allocations changing from one division to another. If the space need can be met within the College, MBU, or Division, a space request is not necessary.

Prior to submitting your space request, please conduct the following:

1. **Confer with Dean and/or MBU Lead regarding space need.** If a request can be met within Division, a space request is not necessary.
2. **Planning, Design & Construction Consultation.** If a space need cannot be met within the College or MBU, the Dean or MBU Lead should recommend that the Department representative meet with the [Planning Design and Construction \(PD&C\)](#) from Facilities Management. Follow the guidelines in the [PD&C consultation process](#) and submit a [work request](#) to coordinate. Consultation should be completed prior to submitting space request ([Space Request Form](#)).
3. **Review space request examples:** [Strong and Weak Examples](#)