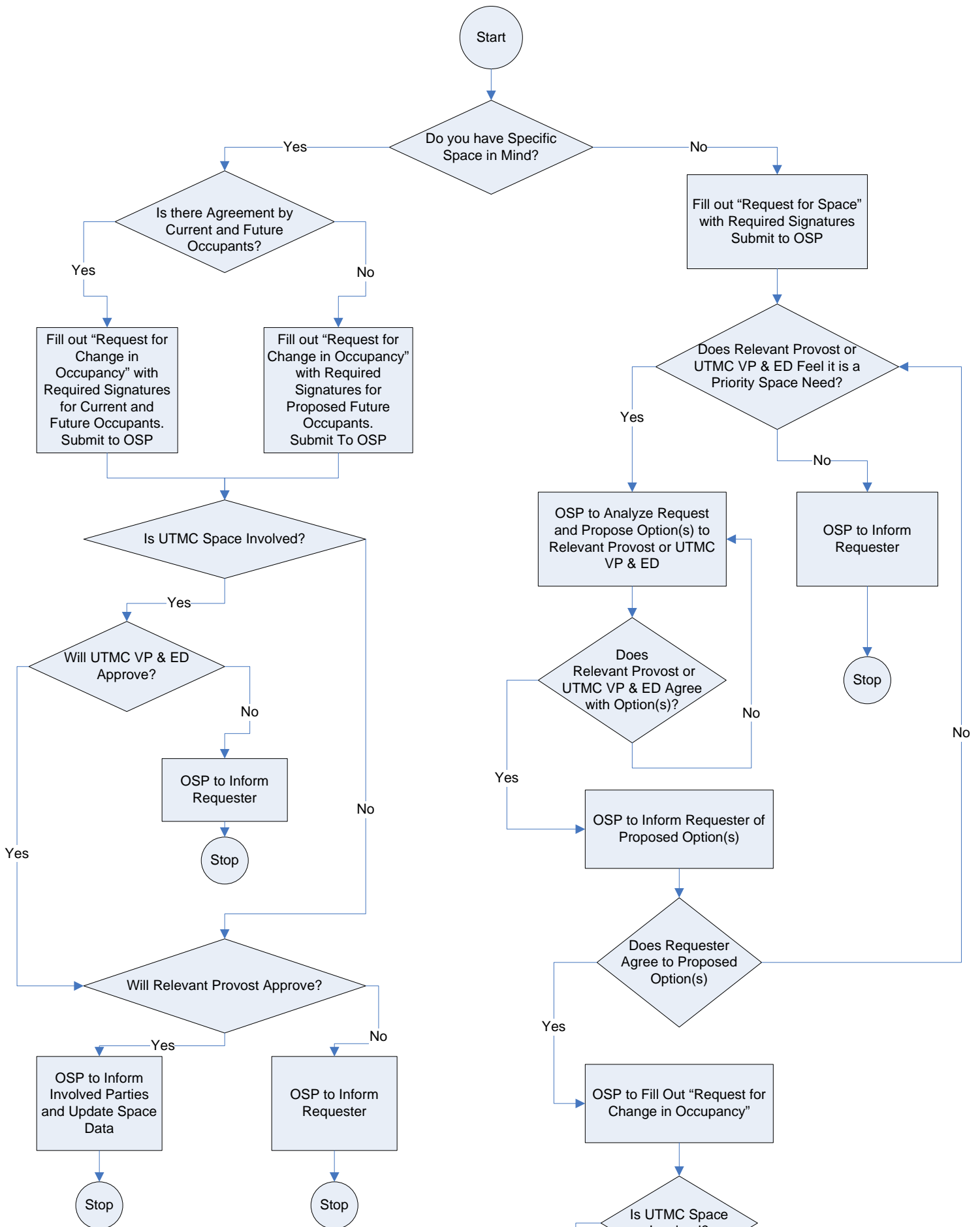


# Process for Requesting Additional/Different Space



## Definitions

- **OSP** = Office of Space Planning
- **ED** = Executive Director
- **Relevant Provost** = Rosemary Haggett for Main Campus, Scott Park and Satellite Campuses  
Jeff Gold for Health Science Campus

*Note: Both Provosts to approve if Program/Department involved is associated (geographically or administratively) with both MC and HSC*

- **Involved Parties** = Requester  
Director/Department Chair and VP/Dean who authorized the request  
Current occupant (if different from requester)  
UT Police  
Information Technology (For Data and Telecommunications)  
Facilities and Construction (for Maintenance and Key Control)  
Research Administration (if Research Space is Involved)
- **UTMC** = University of Toledo Medical Center

