Room Use Change Request Process

Room use change request received

From the Appeals Committee?

YES

Completed RUC form received?

NO

RUC Form Received

NO

Involves Instructional Space?

YES

Completed RUC Form

NO

Is it approved by OVPI?

NO

Forward to Space Management using applicable canned response and providing a RUC Form.

YES

Space Management returns completed RUC Form

Approved by Space Management

NO

Return Request to Department to Close or Appeal

Notify RUC Group of pending change.

Facilities Inventory

UPDATE

RUC Request Completed

Banner

AiM

Ad Astra

YES

Return Request to Department to Close or Appeal