



INSTRUCTIONAL SPACE REQUEST FORM

After initial approval by Unit Director and Dean, submit form to the Assistant Vice President for Facilities Management, to request allocations of new space. Form is not required for simple space reassignments within College / Unit space allocation. (Provide notification to Facilities Management for space reassignments.)

Submitted By: _____

Date: _____

Unit: _____

Phone: _____

DESCRIPTION OF SPACE NEED

Space will be used for: Instruction Research Admin. Storage Support
 Other: _____

Space to be used by: Faculty Staff GA/TA Students Other _____

Describe how the space will be used as well as why the additional space is needed:

Have you identified a proposed location? Yes No

If yes, please provide building / room # or attach diagram / floor plan:

Date Needed: Permanent Temporary

Funding source for modifications:

Identify vacated space (if any):

Discuss impact to existing occupants and other units:

Will remodeling or improvements be required to accommodate the proposed use? Yes No
If yes, describe physical requirements and special characteristics of requested space: (Planned use, # of occupants, assignable square footage, electrical, HVAC, security & telecommunications requirements, etc.)

Describe any special requirements for the space including the need for proximity to other facilities:

INITIAL APPROVAL:

Unit Director: _____ Date: _____

Dean _____ Date: _____

Planning & Construction Review / Evaluation of Alternatives:
Comments:

Estimate: \$ _____ By: _____ Date: _____

Committee on Space Utilization Recommendation: _____ Date: _____

_____ Recommend _____ Do Not Recommend

Comments:

FINAL APPROVALS

Sr. Vice President / CFO: _____ Date: _____

Sr. Vice President / Provost: _____ Date: _____