Academic Affairs Space Request Form

Department: _____

Contact person for Request (Name): _____

Date Submitted: _____   Phone: _____   Email: _____

Are you Moving   Into New Space   Creating Additional Space

Are you wanting to Expand   Vacated   Occupied

1. Describe your current space situation. What space does your program occupy? Include room numbers and approximate square footage of each area occupied.

2. What are your physical needs? Describe all requirements, and avoid "adequate" as a need:
   a. Square footage needs: How many rooms? Answer remaining needs for EACH room.

   b. Facility's needs (electrical, HVAC, lighting, storage, plumbing, etc.). Attach a proposed drawing to indicate desired space utilizations.

   c. IT needs: be specific for each room (need to know about number of computers, phones, faxes, copier, network printers and any other misc. equipment).

   d. Equipment needs for each room: What inventoried equipment will be in the room, and what will be transferred from existing space?

e. Furniture needs for each room: What furniture will be in the room, and how much of that will be transferred from existing space?

f. Privacy/Security needs: justify limited-occupancy offices, special security locks, etc.

g. ADA needs for each room: Are there special requirements needed beyond normal building codes?

3. What cost will be involved in this request? (Examples: furniture, moving expenses, renovations, etc.). Consider consulting with IT and PDC if you are unsure. Who will be responsible for the cost of the move and any renovations?

4. Justification? What has changed that makes your current space inadequate? What is the benefit to the University for making this change? Please be concise (250 words or less).

5. Do you have a space in mind? If so, why is this space adequate? Who and what is currently there?

6. What space will you vacate upon moving?
   a. Be specific: include room numbers and approximate square footage of each area occupied.

b. If shared with another program, what fraction of time is dedicated to your program? Room open more hours of the day?

7. Time needs for the space during a typical week: Full-time or part-time faculty/staff? Day/Evening/24-Hour/Weekend?

8. What is the time frame (dates and duration) for your move? ASAP is not acceptable. Provide realistic dates.

Approvals Needed Prior to Submission to Space Committee:

_____ Department/Program Head   _____ Date

_____ Dean   _____ Date

_____ Dean if more than one college is involved

Turned into Jessica Steenbergen – 3 weeks prior to meeting

Approved pending PDC Approval - IT Approval

Committee makes recommendation to provost

_____ Provost signs off   _____ Date