



## Space Request Form *(Revision 1.b)*

*General information*

1 Contact Name	First name	Last name
2 Department		
3 Division/Unit		
4 Phone/Ext		
5 Email		
6 Responsible Dean/VP/Dept Chair	First name	Last name
7 Responsible Dean/VP/Chair email		
8 Approval (Signature)		

*Priorities*

9 Nature of Request		
a Program Areas	Check	Comments
i Education		
ii Patient Care		
iii Research		
iv Support Operations		
v Administration		
vi Housing		
vii Emergency/ Unusable		
b Category of Need	Check	Comments
i Health and Safety		
ii Legal, Contract or Regulatory		
iii Risks Loss of Funding		
iv Revenue Generating		
v Instructional Priority		
vi Quality of life		
vii Program Need		

*Description of Need*

10 Request Description				
a Program	Check	Comments		
i Existing				
ii Expanding				
iii New				
iv Changing needs				
b Nature- <i>what are you looking for?</i>	Check	Comments		
i Additional space for an existing program?				
ii Renovation of current space?				
iii Move to new space?				
iv Reallocation of other space?				
c Duration of need, if known	Days	Weeks	Months	Years
i Long term				
ii Short term				



iii Other- specify from  to

d Date Needed *Check*

i ASAP

ii Specify date(s) range from  to

iii As available

e Planned user of space *Check*

i Patient

ii Student (s)

iii Faculty

iv Staff

v Visitor

vi Other

f Type and # of space (*check relevant response*)

	# of Rooms	Sq. Ft.	does use require privacy	full time	part time
i Office	<input type="text"/>	<input type="text"/>			
ii Cubicle	<input type="text"/>	<input type="text"/>			
iii Laboratory	<input type="text"/>	<input type="text"/>			
iv Reception	<input type="text"/>	<input type="text"/>			
v Storage	<input type="text"/>	<input type="text"/>			
vi Clinical	<input type="text"/>	<input type="text"/>			
vii Exam	<input type="text"/>	<input type="text"/>			
viii Equipment	<input type="text"/>	<input type="text"/>			
ix Support	<input type="text"/>	<input type="text"/>			
x Classroom	<input type="text"/>	<input type="text"/>			
xi Instructional	<input type="text"/>	<input type="text"/>			
xii Conference	<input type="text"/>	<input type="text"/>			
xiii Special Needs	<input type="text"/>	<input type="text"/>			
xiv Hoteling Space	<input type="text"/>	<input type="text"/>			
xv Lounge	<input type="text"/>	<input type="text"/>			
xvi Computer lab	<input type="text"/>	<input type="text"/>			
xvii Other	<input type="text"/>				
	<input type="text"/>	<input type="text"/>			

g Proposed Location, if known

i Building

ii Floor

iii Room

h Number of staff to be accommodated

	Quantity	Comments
i Current	<input type="text"/>	<input type="text"/>
ii Proposed	<input type="text"/>	<input type="text"/>
ii Other	<input type="text"/>	<input type="text"/>

i Reason for request *Check* *Comments*

i New staff

ii New equipment

iii Program expansion

iv Accreditation

v Problem with existing space

vi Other