

WTAMU Facility Space Related Action Request



Requesting Department: _____ Date: _____

Name: _____ Phone: _____

Email: _____

Date space related action is needed: _____

Type of request:

- request for newly assigned space
- request for modification of existing space (e.g. furniture move, re-configuration of work spaces, renovation)
- request for movement of personnel

Description of Space Needed:

<input type="checkbox"/> Classroom	Capacity	<input type="checkbox"/> Laboratory	Capacity	<input type="checkbox"/> Office	Capacity
<input type="checkbox"/> Conference Room	<input type="text"/>	<input type="checkbox"/> Storage	<input type="text"/>	<input type="checkbox"/> Study	<input type="text"/>
<input type="checkbox"/> Assembly/Auditorium	<input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>		

Space will be used by:

- Faculty Staff Research Student Other

Will there need to be any remodeling or enhancements to accommodate the proposed use?

- Yes No

Request Authorization Signature:

Requesting Person _____ Date: _____

Department Head _____ Date: _____

Division Head _____ Date: _____

Space Management Committee Recommendation to VPF&B:

VP for Business & Finance Comments:

- 1) Briefly describe how the space will be used or why the new additional space is needed (drawing, floor plans, designs, or programming may be attached).

- 2) Please indicate any required utilities and special physical conditions.

- 3) Provide desired adjacencies to other units/programs if necessary.

- 4) Special equipment needed:

None needed – will move existing furniture and equipment

Need the following items:

- 5) What are your estimated costs to complete this request? (Include the move itself, repairs, renovation, equipment, and furnishings.)

- 6) Source of funds for any renovation or moving costs:

- 7) If a particular space is requested, please identify:

- 8) What, if any, space will be vacated if a new allocation is made?

- 9) What are the negative consequences if this request is not granted?

These requests for new space, movement of personnel, or modifications to the space, must be forwarded to the committee chair for space committee review, recommendation approval by the Space Management Committee.