

**UNIVERSITY OF ARIZONA
SPACE REQUEST FORM**

College/Department/Unit: _____

Requesting Person _____ Telephone # _____

Contact Person If
Different from Above _____ Telephone # _____

Campus Address _____ Mailing Address _____

Reason for Request and Justification: e.g., new hire, new program (Details can be included in transmittal letter).

I. REQUESTED SPACE

RESEARCH LAB NEEDS*

<u>Proposed Occupant</u>	<u>Occupant Title</u>	<u>Space Needed In Usable Square Ft.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CLASS LAB NEEDS*

<u>Type (Dry, Wet, Other)</u>	<u>Course Number</u>	<u>Space Needed In Usable Square Ft.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

OFFICE NEEDS*

<u>Proposed Occupant</u>	<u>Occupant Title</u>	<u>Usable Square Ft.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TELECOMMUNICATIONS NEEDS*

	<u># of lines</u>	<u>Special Considerations</u>
Telephones:	_____	_____
Personal Computers:	_____	_____
Data (specify):	_____	_____
Other:	_____	_____

SPECIAL NEEDS* (e.g., computer rooms, animal facilities, etc.)

II. PROPOSED SOLUTIONS:

Space to be Provided:

Building(s) (If Identified)

Room #'s (If Identified)

_____	_____
_____	_____
_____	_____

III. SPACE TO BE RELEASED OR VACATED*

Building(s)

Room(s)

Current Use

Released Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IV. PARKING REQUIREMENTS (Identify if needs will not be met by UA Parking & Transportation.) _____

V. SIGNATURE APPROVAL

1. Director, Department Head _____

2. Dean _____

3. Vice President _____

*Please attach a floor plan showing current space and a floor plan of proposed, changed or new space if this has been identified. Floor plans (or key plans) can be obtained from Real Estate Administration.

All space requests require the signature of requestor's responsible Vice-President. When all signature lines are completed, please forward to Sr. Vice-President for Business Affairs.

For questions, please contact Real Estate Administration, 1125 N. Vine Ave., Room 103, 621-1813.

REAL ESTATE ADMINISTRATION USE ONLY

	Bldg.	Room	Office	Classroom	Inst Lab	Research	Other
Current NASF							
Formula NASF							
Difference							
