

ATTACHMENT B: Space Request Form



UMass

Dartmouth

FACILITIES PLANNING, DESIGN, & CONSTRUCTION

Request for Space

FPDC
TRACKING #

CONTACT INFORMATION:

Requesting Division, College and/or Department:

Date:

Name:

Phone:

Email:

DESCRIPTION OF SPACE NEED: If you need assistance completing this form or floor plans please call FPDC at x9146

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

B. Space will be used by: Faculty Prof. Staff Class. Staff RA/TA Students Other

C. Have you identified a suitable location for this new space that may be available? Yes No

D. If Yes, please describe, using building/room #s or attach drawing / floor plans / diagrams (if no, please proceed to line "H"):

E. If so, have you contacted current holder of the space provided? Yes No
Do they support the concept? Yes No

F. Will there need to be remodeling or enhancements to accommodate your proposed use? Yes No

G. If yes, please briefly describe these changes (if more space is needed you may attach additional pages):

H. Please briefly describe how the space will be used as well as why new/additional space is needed (You may attach drawings/ floor plans / diagrams):

I. Please briefly describe any special requirements for this space including the need for proximity to other facilities (if more space is needed you may attach additional pages):

J. Date needed: Length of time needed:

K. Do you have funding available to commit to relocation? Yes No

L. Please provide the Net Assignable Square Feet you are requesting in each category below:

Requested SF: Office/Work Room SF: Research Lab SF: Teaching Lab SF:

Storage SF: Other SF:

Please Describe Other:

REQUEST AUTHORIZATION SIGNATURES:

Division / College/ Department Head:

Date:

Provost / Vice Chancellor:

Date:

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