

CST Space Allocation Request Summary

Objective

Reassignment of offices within the academic unit, change of use (ex: instruction to research) and space modifications of labs /office space will be tracked to ensure proper coding and accounting of space is maintained.

Process

The Dean designee will review all space requests in the order in which they are received. All requests must be in writing and approved by the Department Chair. Requests will include a written justification, explaining the need for the space,

University Space Management

The Office of Space Management will be provided the updated space information after the request has been approved by the Dean or his/her designee.

College of Science and Technology – Space Request Form

Department name: _____

Person requesting: _____

Date: _____ Building: _____ Room(s): _____

Brief Description of request (include purpose):

Is the space currently occupied? Yes ___ No___ If so, by whom? _____

Will the space be used for an externally-funded program? Yes___ No___

What is the projected timeline for this need? _____ (date)

In what way is your existing space insufficient for the identified need?

Department Approval

Department Chair (signature)

Date