



SPACE REQUEST

This Space Request provides Space Strategy & Management (SSM) with the information necessary to document and process the request of space by a college/department/unit. **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 can be obtained from the SSM website: <http://ssm.arizona.edu/>.**

Completed request should be forwarded to ssm-contact@arizona.edu with appropriate signatures. If you have questions, please contact SSM at ssm-contact@arizona.edu or (520) 621-3850.

Submitted By:

College/Department/Unit:	Date:
Requesting Person:	Email: Phone:

Reason for Request and Justification: e.g., new hire, new program (separate attachment can be included with submittal).

Requested Space: Please describe your space needs (number of rooms and room types).

Amount of Requested Space: Please indicate total requested square footage.

Estimated Space Costs:

Space Improvements: Please provide a description and an estimated cost or budget for any renovations/equipment/furniture needed.

Funding Source:

Special Needs: Please describe telecommunication, parking, and any other special needs.

Proposed Solutions: Please indicate space to be provided (buildings/rooms), if identified.

Signature Endorsement - Required for further evaluation PRIOR to Senior Administration approval

Name & Signature of Director/Department Head:	Date:
Name & Signature of Dean:	Date:
Name & Signature of Applicable SVP:	Date:

For SSM use only - Please do not write in this box

Space Strategy & Management Review

Reviewed By:	Review Date:
Review Notes:	