

Form for Resolving All Space Issues

Contact Person: _____

Phone Number: _____

Office: _____

Email Address: _____

Department Requesting Space: _____

College/Division: _____

Please check all that apply:

Change of function

Request for Space in New Construction

Reassignment across Departments

Vacated/Departure Space

Reassignment across Colleges

Request for Additional Space

Improvement of Space

Resolution of Space Conflicts

Current space description (including building and room numbers):

Desired space description:

Justification for the need of this space:

Desired space or remodeling needs:

Describe the funds that are available to cover any remodeling request:

Signatures

Department Head/Director

Date

Dean/Vice President

Date

Return form to: Facilities Space Management, UMC 8400 or FAX 797-3888