



# SPACE REQUEST

This Space Request provides Space Strategy and 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 PD&C website: <http://pdc.arizona.edu/space/search>.**

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

## Submitted By:

College/Department/Unit:		Date:
Requesting Person:	Email:	Phone:
Contact Person (if different from above):	Email:	Phone:
Campus Address:		
Mailing Address:		

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

Please identify funding source:

Requested Space: Please describe your space needs [number of rooms, room type(s), square footage needed].

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

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

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

Name & Signature of Director/Department Head:

Name & Signature of Dean:

Name & Signature of Applicable SVP:

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

Space Planning & Management Review

Reviewed By:	Review Date:
Review Notes:	

Senior Administration Approval

Senior Vice President, Business Affairs and CFO:

Senior Vice President, Academic Affairs and Provost: