



Complete all sections of this form, click print button. Forward printed copies to appropriate individuals for signatures. Forward completed form with signatures to Facilities Planning at CBX 085.

SPACE REQUEST FORM
Office of Facilities Planning
Phone: 445-3327 Fax: 445-1797

I. REQUESTOR INFORMATION

Name:		Department/Unit:	
Phone No.		FAX No.	
Email:		Date:	

II. DESCRIPTION OF SPACE REQUEST

Space will be used for:

- Instruction
 Research
 Administration
 Storage
 Support
 Other

Space will be used by:

- Faculty
 Staff
 Students
 Other

The following items will help GCSU Facilities Planning better understand your specific space requirements.

Indicate the number of each type space needed in the box provided.

Classroom
 Lab
 Office
 Conference
 Gathering
 Storage
 Other

Please explain why you are requesting this space and its importance for carrying out the mission of the requesting unit.

Will efficiencies be created by being located near other university offices? If answer is yes, please list these offices and describe efficiencies.

How many people will be occupying this space on a regular basis during the workday?

Does the space need to accommodate visitors/clients? If so, how many at a time? How often?

List the furniture and equipment that will need to go into the space. Also describe any special infrastructure requirements such as plumbing, special air conditioning or electrical requirements, etc.

Other - please provide any other information you believe is relevant to this request.

III. APPROVALS

The Dean or Division Head recommends that a feasibility study proceed. Proceed Do Not Proceed

Dean/Division Signature

Date

Vice President recommends that a feasibility study proceed. Proceed Do Not Proceed

Vice President Signature

Date

Signatures above indicate request complies with BOR Guidelines found at http://www.usg.edu/ref/capital/preplan_guide_2000.phtml
If the request does not comply with BOR Guidelines, there must be a statement in the box below indicating justification for failure to comply.

Enter justification for failure to comply with BOR Guidelines.