



BUILDINGS OFFICE

SPACE REQUEST FORM

CONTACT INFORMATION:

Requesting School / Unit:		Date:
Name:	Tel:	Email:

DESCRIPTION OF SPACE REQUIREMENT:

A. Space will be used for: Teaching <input type="checkbox"/> Administration <input type="checkbox"/> Research <input type="checkbox"/> Storage <input type="checkbox"/> Support <input type="checkbox"/> Other <input type="checkbox"/>
B. Space will be used by: Faculty <input type="checkbox"/> School <input type="checkbox"/> Research Unit <input type="checkbox"/> Admin Unit <input type="checkbox"/> Other <input type="checkbox"/>
C. Have you identified a suitable location for this new space that may be available? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please outline how much space you require in square metres. Note: The Buildings Office will assist in the final area calculations. Only rough estimates need to be included at this stage.
D. Please describe the proposed new use for room/s or attach sketch, floor plan, diagram etc.
E. Who is the current user of the space?
F. Will there be refurbishment, remodelling required to accommodate your proposal? Yes <input type="checkbox"/> No <input type="checkbox"/>
G. If Yes, briefly describe these changes.
H. Describe briefly how this space will be used and why new and/or additional space is being sought. Include names of proposed staff/students or job titles and expected start dates for new staff.
I. Special requirements needed e.g. piped gases, mechanical ventilation, extra data points, containment
J. Date that Space is Required for:
K. Duration that Space is required for:

