

## Space Planning and Capital Expenditure (SPACE) Committee

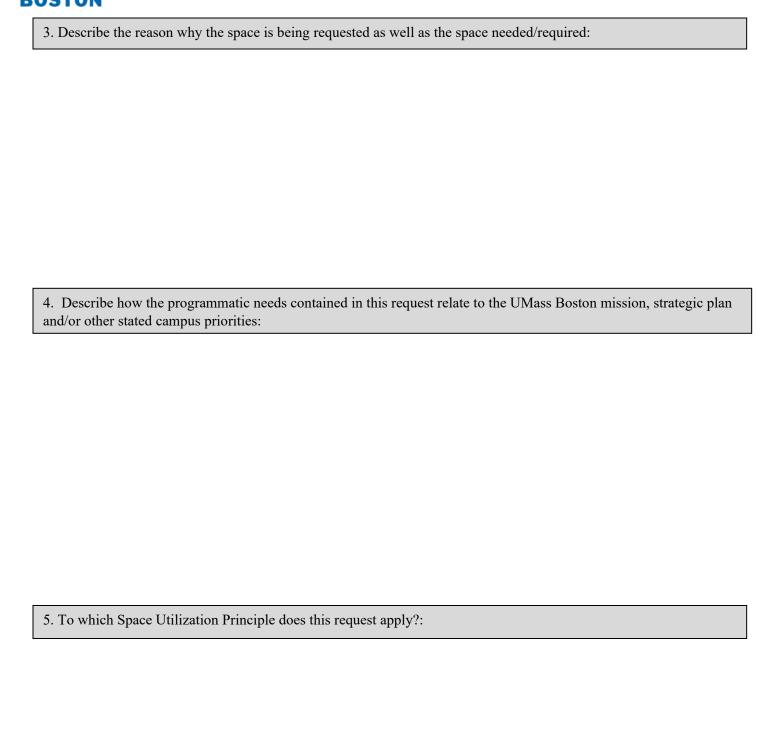
The Space Request Form is required to start the process and make a request to the SPACE Committee. The Space Policy is on the Facilities web site (www.umb.edu/facilities/space).

Print, Sign, Scan and E-mail the completed form (or use docusign) and send it to SpaceRequest@umb.edu

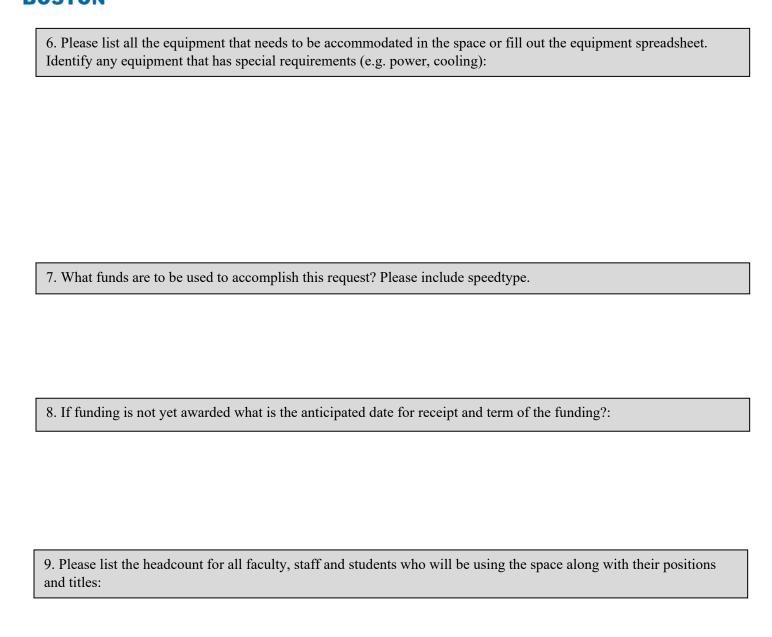
For items 2-12, if you need to provide more information than will fit in the box, please use a word document and send it with the form.

Requestor Information					
Name:	Date:				
Title:	Phone:				
Department:	E-mail:				
Title of SPACE Request:					
1. This is a request for (select all that apply):					
Intra-departmental move					
Departmental move involving more than one department					
Change of space function					
Request for additional space					
Renovations/upgrades required (e.g. relocating walls, doors, new utility connections, HVAC modifications, changes to lighting, changes to floor or ceiling systems)					
Improvement of space required (e.g. carpet, paint)					
Purchase of new furniture / equipment requested					
Space required for funded research					
2. Existing space description (include building & room numbers):					

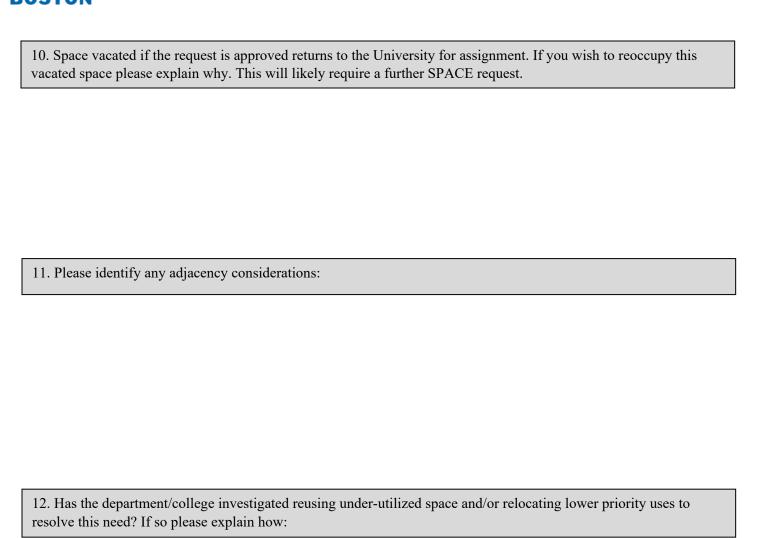














Date Decided:

Form Processed By:

Date:

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13. Request authorizati	ion signature:			
	~		s filled out completely and res of the SPACE Commit	· · · · · · · · · · · · · · · · · · ·
Requestor's Name:	Title:		Signature:	Date:
Department Head/Direct	etor: Title:		Signature:	 Date:
Dean /Ass. Vice Provos	t: Title:		Signature:	Date:
Vice Chancellor:	Title:		Signature:	Date:
This box is for use by the SPA	CE PLANNING AND CAPIT.	AL EXPENDITURE COMMITT	EE only	
Date Received:	Form is Complete?	Sufficient Information?	Appropriate Authorization?	Action Taken:
Confirmation Sent:	Supplemental Form Attache	d		
Date Discussed:				

Request#:



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This form is a profile of the existing space and is submitted with the SPACE Request form. Completing this form prior to filling out the request may assist you in formulating a strong proposal. Representative pictures are also appreciated!

If you are requesting new/additional space and NOT a change to any existing space, please check this box and do not complete the rest of the form.

Building Name:	Flo	oor:	Room	n No.
Department:	<u> </u>	<u>'</u>	<u>'</u>	<u>'</u>
Form Completed by: USE & OCCUPANCY	Da	ate	Exten	sion:
A. This space is primarily used for:	Instruction	Admini	stration	Support
	Research	Storage		Other
B. The posted / use occupancy of this space is:	# of occupants	I		I
C. The number of workstations in the space is:	# of workstations	S		
B. Wall Composition:				
C. Ceiling: Paint Suspended Tile  D. Windows: # of windows				
C. Ceiling: Paint Suspended Tile	s Open Ceiling N/A			
C. Ceiling: Paint Suspended Tile  D. Windows: # of windows				
C. Ceiling: Paint Suspended Tile  D. Windows: # of windows  Are there window blinds?: Y N	N/A N			
C. Ceiling: Paint Suspended Tile  D. Windows: # of windows  Are there window blinds?: Y N  E. Lighting: Is lighting adequate?: Y	N/A N		Emerge	ency Power
C. Ceiling: Paint Suspended Tile  D. Windows: # of windows  Are there window blinds?: Y N  E. Lighting: Is lighting adequate?: Y  UTILITY SERVICE CURRENTLY IN T	N/A N HE LAB SPACE			ency Power



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FU	FURNITURE AND ACCESSORIES CURRENTLY IN THE SPACE						
Iter	n Description	#	Item Description	#	Item Description	#	
	Desk		Desk Chair		Bench		
	Work Table		Stool		Sofa		
	Conference Table		Conference Chairs		Half Height Partition		
	Vertical Filing Cabinet		Assorted Chairs		Full Height Partition		
	Lateral Filing Cabinet		Bookshelf		Cubicle system		

xed Equipment	#	Movable Equipment	#	Office Equipment	#
Sink		Digital Projector		CPUs	
Fume Hood		Screen		Server	
Cup Sink		Refrigerator		CRT Monitor	
Environmental Chamber		Freezer		LCD Monitor	
Dishwasher		-20 Freezer		Phone	
Cabinetry		-40 Freezer		Fax Machine	
Shelving		-80 Freezer		Copy Machine	
Work Bench		Ice Chest		Shredder	
Supplemental HVAC		Ice Machine		Printer	
Supplemental Lighting		Compressed Gas Cylinder		Water Bubbler	
		+ +			

ADDITIONAL COMMENTS	