



Space Management  
Office of Campus Planning  
Facilities Administration  
703-993-2468, MS 1E4

## Administrative Support Space Request Form

This form is to be used to request space for units/divisions that offer administrative support to the University. This form must be submitted by the Unit/Division VP/Director and returned to the Space Management office. Requests will be reviewed by the Office of Budget & Planning to assess budget implications of the space request. Additional review/approval from ITS is required for any request to create a room for computer servers. The Space Management Office will submit the request to the Unit/Division's head administrator (Provost or appropriate Vice President) for recommendation and signature. The request will be submitted to the University's Space Administration Committee for final recommendation, if applicable, and the requestor will be notified of the committee's decision.

**Note:** Existing space allocated to a unit/division must be utilized as effectively as possible to support growth needs. Any additional space needs should first be addressed within the unit/division's current allocation of space, and then within the unit/division's assigned space before a request for new space is submitted.

### **Section I - Requestor Information (Division Director)**

**Name:**

**Unit/Division:**

**Phone #:**

**Email:**

**Date:**

### **Section II - Verification of Current Space / Justification for Additional Space**

- Step 1:** Contact Joy Staulcup (jstaulcu@gmu.edu) to request a report of all space currently allocated to the unit/division in the space management database. Verify that all information in the report is correct, or submit changes if necessary.
- Step 2:** Attach a separate page titled "*Justification of Additional Space*" to this request. The justification should include an explanation of why existing space is inadequate, and why additional space is needed. Indicate whether any current space will be relinquished if new space is allocated, and describe any negative impacts that may result if space is not assigned. Indicate whether space is being requested on campus, or off-campus in leased space.
- Step 3:** Once request form and all supporting documents have been completed, forward to Joy Staulcup, Associate Director, Space Management at MS 1E4, or via email (jstaulcu@gmu.edu).

### **Section III - Description of Space Requested**

**Instructions:** Along with the "*Justification of Additional Space*," please attach a list of the *type and number of spaces being requested* (i.e. offices, cubicle work stations, student workstations, copy/storage/file room, conference room, etc.). For offices, identify who will occupy the office and whether space is for a full-time or part-time faculty or staff member. Include any other requirements for this space, including proximity to other facilities.

**Section IV - Funding Sources**

The unit/division is responsible for all costs associated with renovation, telephone/data relocation, moving expenses, and furniture purchases for space that is allocated through this request process. The unit/division should determine whether sufficient budget funds are available to meet this requirement *prior* to submitting this request form. The Office of Budget & Planning will be notified of the unit/division's financial commitment.

**Budget Code for Renovation/Moving/Furniture Costs:** \_\_\_\_\_

**Section V - Approval Process**

**Unit Director Approval:**

<p><i>I have reviewed this request and verify that it cannot be accommodated within the department's existing space, or within other space allocated to the unit. I also verify that the department/unit has sufficient budget funds available to pay for all costs associated with allocation of new space as outlined in section IV.</i></p>	<p>_____ / _____</p>
	<p>Signature of Unit/Dept Director <span style="float: right;">Date</span></p> <p>Print Name: _____</p>
<p>Comments: _____</p>	

**Note: Only requests with appropriate Unit/Dept Director signature will be considered for space allocation. Forward completed form to: Associate Director, Space Management, MS 1E4, or via email (jstaulcu@gmu.edu). Form will be sent to the appropriate Administrator for review/recommendation.**

<p><b>Office of Space Management Use Only:</b></p> <p><i>I have reviewed this request and recommend it for submission to the Space Administration Committee, and verify that the approval of this request would advance the Department or Unit's strategic goals, and in so doing, would advance the strategic goals of the University as a whole.</i></p>	
<p>_____</p> <p><b>Signature, Vice President, Provost (or Provost designee)</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><i>I have reviewed this request and recommend it for submission to the Space Administration Committee, and verify that unit has funds available to cover all costs associated with this space assignment, or that a central budget request has been approved to support this space assignment.</i></p>	
<p>_____</p> <p><b>Name/Signature, Office of Budget &amp; Planning</b></p>	<p>_____</p> <p><b>Date</b></p>
<p>Space Request #: _____ Date Received: _____ Initials: _____</p> <p>ITS Review/Approval (for computer server room requests) _____ (Name/Date)</p> <p>SAC Meeting Date and Recommendation: _____</p> <p>Unit/Center Notified of Decision: _____ (Date)</p> <p>Space Assigned, if applicable: _____</p>	