

Space Request Form

General Information

Department/Unit: _____

Description of why space is being requested: _____

Note: If more description is necessary, please attach to this form.

Space Request Information

Space can be requested in either of two ways, by specific room identification or by a listing of need by room type. In the grid below, list the specific rooms and their types that you are requesting be allocated to your unit and their current use, OR just list the room types and the quantity of each that you need. Refer to the University Facilities Floor Plan Reference for room number and square foot information. In all cases be sure to identify by name and title all persons who the space will be assigned to. It is encouraged that floor plans be included if appropriate.

Space Type :	Quantity:	Estimated NASF:	Primary and other users of the space:
1: _____	_____	_____	_____
2: _____	_____	_____	_____
3: _____	_____	_____	_____
4: _____	_____	_____	_____
5: _____	_____	_____	_____
6: _____	_____	_____	_____
7: _____	_____	_____	_____
8: _____	_____	_____	_____
9: _____	_____	_____	_____
10: _____	_____	_____	_____

Are all spaces to be used exclusively by individuals employed at or enrolled in the University? _____
 If no, please explain. _____

- Space Types**
- Classroom
 - Classroom Support
 - Research Lab
 - Research Lab Support
 - Teaching Lab
 - Teaching Lab Support
 - Computer Instruction Lab
 - Study Area
 - Student Group Area
 - Office
 - Reception/Waiting Area
 - Conference Room
 - Workroom
 - Office Storage
 - Open Office
 - Private Circulation
 - Private Kitchen
 - Private Bathroom
 - Mechanical Room
 - Maintenance Shop
 - Maint Shop Storage

Your Responsibilities Before Requesting Space...

It is the responsibility of the Dean or Vice President to manage space within their current allocated envelope before requesting space. Appropriate allocation and efficient use of space is expected of all University faculty and staff throughout all units and colleges of the University. Space cannot be assigned to outside individuals, groups or organizations without the consent of the Space Committee. Refer to the *Space Request and Allocation Policy* for detailed information on space allocation policy at Northeastern University.

The signatures below indicate a thorough review of the request and agreement to forward onto the Space Committee if necessary.

Required Signoffs

Department Chair or Director: _____ Date: _____

Dean or Vice President: _____ Date: _____

Senior Vice President: _____ Date: _____

For SP&A Office Use Only:

Space Request Process

