UO Space Request Form

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<td>School/College/Unit/Department</td>
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1. **Briefly describe the need for additional space.**

2. **Specify the type and amount of space needed and for whom.**
   - How much space is needed and what type? *e.g. number of private offices, and cubicles.*
     
   - Size of research facilities, clinical spaces, classrooms, storage, conference/meeting rooms, etc.
   - Who are the users of the new space?
   - Is the space needed for a new or existing function?
   - Are there any special or unique needs, transportation considerations (i.e., visitor parking), service access or infrastructure needs?
   - When do you need the new space and for how long?
   - Is this a long-term solution? If not, how will long-term needs be address?

3. **Describe what efforts have been made to solve this space requirement within existing space.**
   - List specific solutions explored and reason(s) for insufficiency.
   - Has the college/school/unit/department re-evaluated space assigned to lower priority initiatives?
   - Is existing departmental space use data current in UO Spaces?
   - What possibilities for shared space have been explored?
   - Will existing space be vacated if new space is acquired?

4. **Verify that funding and departmental approvals been obtained.**
   - Is the Dean or Director and unit budget administrator aware of this request?
   - Has funding been approved by your college/school/unit/department?
   - How will you pay for moving and/or renovation costs of the requested space? If funds are coming from grants or gifts, is the targeted amount reasonable? Is this an approved use of the funds and the maximum amount available?
   - Have any extraordinary service access or infrastructure needs been budgeted?

**Submit form to the Office of the Senior Vice President and Provost Chief of Staff**