

Space Request Form

Requester: _____ Requesting Department: _____

Space Needed:	New Office Space	New Lab Space	Change Office Space	Change Lab Space
If Lab Space:	Will Have Lab Animals	Will Have Human Tissue	Will Have Hazardous Material	Will Conduct Human Subject Research

Position Space Is For: _____ Date Space Is Needed: _____

Office Space Preferred: _____ Lab Space Preferred: _____

Additional Keys Needed: _____

If change request, reason for:

Department Head (Dean/Director/Chair)

Date

For Business Office Use:

Phone Number: _____

Computer Type (Model): _____

Space Needs:	Cleaned	Painted	Computer	Phone
	Desk	File Cabinet	Chair	Shelf

Other Issues: _____

Business Affairs Approver

Date