

University of North Carolina at Pembroke Space Request Form

IV. Time Frame: The requested space is needed :

? temporarily beginning _____ and ending _____.

? permanently beginning _____.

V. Reasons for Request: Attach a detailed narrative that follows the below format:

1. Description: Please provide a succinct description of your space request. What is being requested and why? Indicate whether this is being driven by a new program, a research grant, inadequate space to provide current program, and/or other reasons.
2. Proximity: Indicate other departments, organizations, programs, or functions which should be in proximity to the requested space and why.
3. Location: Indicate any location(s) you want considered in filling this space request.
4. Options explored: Provide assurance that all avenues to solve this space requirement within existing space have been explored. For example, has the department/college considered maximizing under utilized space to solve this need? Has the department/college re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?
5. Timing: Describe any programmatic issues affecting the timing of your move such as the need to move during a class break, at the end of a semester, during summer months, coincident with another activity, etc.
6. Parking/Transportation: Describe any special parking and transportation access needs
7. Other: Any other information that will support or better define this space request.

<p>Submitted/Endorsed by:</p> <hr/> <p>Signature of Dept/Unit Head (date)</p> <hr/> <p>Signature of College Dean or Vice Chancellor/Assoc. Vice Chancellor (date)</p> <hr/> <p>Signature of College Facilities Coordinator (date)</p>	<p>Name of Department/Unit Contact Person:</p> <p>_____</p> <p>Building _____</p> <p>phone _____</p> <p>fax _____</p> <p>e-mail _____</p>
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Unsigned request will not be considered.

Submit request to the University Space Committee, c/o Bess Tyner, Facilities Planning and Construction

Questions: call 521-6280

University of North Carolina at Pembroke
Space Request Form – Attachment A

? Teaching Lab Number of student seats? _____ Number of computers? _____
Lab type? ? Wet ? Dry

Hazards: List all chemical and physical hazards, such as lasers, corrosives, drill press, etc. Attach a separate list, if necessary.

Chemicals (list) _____

Processes and specific hazards (list) _____

Fumes Hoods: Number/Size _____

Waste (specify) ? Liquid ? Dry ? Biohazard ? Radioactive

Amount (volume/week) _____

Are operations covered by an existing safety plan? ? Yes ? No

? Research Lab Number of workstations? _____ Lab type? ? Wet ? Dry

Hazards: List all chemical and physical hazards, such as lasers, corrosives, drill press, etc. Attach a separate list, if necessary.

Chemicals (list) _____

Processes and specific hazards (list) _____

Fumes Hoods: Number/Size _____

Waste (specify) ? Liquid ? Dry ? Biohazard ? Radioactive

Amount (volume/week) _____

Are operations covered by an existing safety plan? ? Yes ? No

_____ Contract/Grant Effective Dates

_____ Total \$ Amt. of Agreement