**Additional Space Request Form**

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| College/Unit: |  | Department/School:  |  | Area:  |  |
| Occupant Name: |  | Email:  |  |
| Submitter Name: |  | Email:  |  |
| Date space is needed: |  |  |
| Type of space (e.g., office, wet lab, service): |  |
| Specific building(s) / room number(s) requested (if known): |  |
| What building(s) / room number(s) will be vacated (if any): |  |
| By what date? (Must be within 30 days of occupying new space): |  |
| Number of personnel using the space: |  |
| Approximate size (SF) needed: |  |
| Temporary or permanent needs: |  |
| Anticipated hours per week space will be in use: |  |
| Can the space be shared (Yes or No): |  |
| Justification for the programmatic/research space needs: |
|  |
| Summary of college/unit’s existing space capacity, including proposed options for space reassignment within spaces currently occupied by the college/unit:  |
|  |
| Budget for tenant improvement and relocation costs:  |  |
| Funding source: |  |
| Project Management’s Opinion of Probable Cost Estimate:*(Costs for OPC estimates are born by the unit*) |  |
| Specific tenant requirements or improvements for requested space: |
| 1. Electrical: |  |
| 2. HVAC (heating, ventilation, air conditioning): |  |
| 3. Structural: |  |
| 4. IT infrastructure needs (beyond personal computer): |  |
| 5. Refresh (paint, flooring, repair, cleaning): |  |
| 6. Other: |  |
|  |
| Signature of Chair/Director: |  | Signature of Dean/AVP: |  |
| Please submit this form to the Space Management Committee at SpaceRequest@sdsu.edu. |

**Space Request Process**

***Updated November 2021***

The Space Management Committee will only review space requests where hired faculty or staff would be without office or space accommodations.

**Considerations**

* Wherever possible, space would be provided by the unit/college/department within their assigned spaces.
* Server rooms should be consolidated in central server rooms and must be approved by ITD.
* Consideration should be given for time and frequency of use and permanent space requirements.
* Consideration should be given to the opportunity for shared labs, offices, etc.
* If tenant improvements are required, time and budget should be developed in conjunction with appropriate divisional staff (e.g., Associate Deans, Deans, AVPs) and Facilities Services/Project Management as needed.
	+ Typical timeframes (actual time and cost will depend on the complexity of scope involved):
		- Refresh: Approximately 6 months
		- Infrastructure changes: Approximately 6-18 months
		- Lab Renovations: Approximately 18 months

**Steps**

1. Requesting party completes and submits Additional Space Request Form.
2. This is submitted to Vice Provost and Planning, Design & Construction (PDC) via SpaceRequest@sdsu.edu.
3. Vice Provost/PDC inputs request into Space Request tracking log.
4. PDC reviews space requests and verifies ownership via FIS records and Access Control. If current ownership is unclear, the Vice Provost will contact the last known occupant’s Dean for verification. PDC will also confirm square footage, and any special requirements that are/are not met.
5. Vice Provost and PDC walk the existing and requested spaces to confirm accuracy of FIS records.
6. If confirmed space is available, the tracking log is updated and the members of the monthly Space Management meeting review and prioritize requests. If requested use of space is approved by the monthly Space Management committee, spaces requiring tenant improvements or moving support will require Facilities Services/Project Management work requests and Logistical Services moving requests, respectively, to be submitted. Funding sources shall be identified in advance and noted on these requests.
7. Vice Provost will notify requesting parties on the status of their request by (10) business days after a decision has been finalized.
8. If approved and occupants are moving from one space to another, they will have 30 days to complete the move from the old space. Vacated spaces will be returned to the university and will not be retained by the former occupants, unless prior approval by the monthly Space Management committee has been received.