Request #	
Date	
(Office use only)	

University of North Carolina at Pembroke Space Request Form

Requester:	Space	e request i	OI III		
Department		Colle	ege/Division		
This request re	flects a need for:				
- Change in the	e use of existing space	e			
Building	<u> </u>		Room No.		
Current	Use:		Proposed Us	e:	
	additional space		_		
- Existing Space	ce will be vacated if t	his request is	approved.		
Building	;·		Room No.		
requested and th	of Space Needed: the number of people of the calculated based of the How many street.	to be supporte on the UNC s	d. The amount	of space requ	
	Preferred seat	ing type?	- Fixed		Moveable
	Preferred seat	ing layout?	- Auditoriun	n - '	Tables/chairs
		E j	- Tablet arm		
- Teaching Lal	b: Complete Attachr	nent A			
ŭ	o: Complete Attachi				
- Office:					
Director Faculty Technic Graduat Student	Position /Administrator al/Clerical e Assistants Workers e (copier, files, mail b	Number of r	ooms	Number of	People
- Conference I	Room: seating capaci	ty?			
- Storage/War	ehouse - Condit	ioned - I	Inconditioned		Sq. Ft.
- Other					Sa. Ft.

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	Space Reque	St I VI III					
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. 						
Subi	mitted/Endorsed by:	Name of Department/Unit Contact Person:					
Signa	ature of Dept/Unit Head (date)	Building					
Signa	ature of College Dean or (date)	phone					

Unsigned request will not be considered.

Vice Chancellor/Assoc. Vice Chancellor

Submit endorsed request to the University Space Committee, c/o Travis Bryant AVC for Facilites Management, 106 Pinchbeck, UNCP

(date)

fax

e-mail

Questions: call 775-4500

Signature of AVC Facilities

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

 Teaching Lab 	Number of student seats?		Number of computers?					
	Lab type?	Wet	- Dry					
	<u>Hazards</u> : 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: N	umber/Size						
	Waste (specify) - L	iquid -	- Dry - B	iohazard	- Radioactive			
	Amount (volume/week)							
	Are operations covered	by an existin	ng safety plan? - `	Yes - No				
- Research Lab	Number of workstations	?	Lab ty	vpe? - Wet	- Dry			
	<u>Hazards</u> : List all chemical and physical hazards, such as lasers, corrosives, drill preetc. Attach a separate list, if necessary.							
	Chemicals (list)							
	Processes and specific	hazards (list)						
		umber/Size						
	Waste (specify) - Amount (volume/week		- Dry -	Biohazard	- Radioactive			
	Are operations covered	by an existing	ng safety plan?	- Yes - No				
Contract/Gran	t Effective Dates	Total & Am	t. of Agreement	_				