

Request for Space

Office of the University Architect

All requests for additional space should be made on the "Request for Service" form. The form should be used for requesting any type of space and/or facility not currently allocated to the requesting unit. Space may be requested for various reasons such as growth in academic program, research needs, or creation of a new venture.

Each form must be signed by the responsible Dean or Director, or by the responsible Vice President. Signed forms must include a justification for the space request. A project number will be assigned to each request to allow for tracking, allocating staff resources, and ensuring the incorporation of new allocations into the Space Database.

Space requests will be evaluated by the Office of the University Architect, in coordination with the requestor, and recommendations will be forwarded to administration for consideration. If renovation or new construction costs are required as part of the space request, the Office of University Architect will coordinate scope definition and cost estimates as part of the review process.

The Request for Service form is available for download and printing in Adobe Acrobat format from the University Services website (http://uabf.asu.edu/us_forms). For questions and comments please contact Carrie West, space program manager, at (480)965-4758 or carriejo.west@asu.edu.