

***SPACE REQUEST***

In order to request additional space in the Health Sciences Building or South Campus Center for your department or service unit, please submit the following information to HSAS&F for review. Our office will assess your space needs, develop solutions and coordinate with appropriate service partners upon space assignment. To support efficient use of resources, there may be a financial obligation for using the assigned space. If space is provided, an agreement will be drafted for signature. If you have any questions regarding this form, please contact HS Building Management, hsbuild@uw.edu.

|  |  |
| --- | --- |
| **Primary Contact:** | **Email:** |
| **School/Department:** | **Phone:** |
| **Budget Number** *(if applicable)***:** | **Current Location:** |

**Please provide a brief statement of need below**

When is this space needed and for what length of time?

Is this space for a new program/service or expansion of existing?

Does the space need to be adjacent to or in proximity to other services or types of space?

Does this request release any space for reassignment?

**Space need(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Space | # Rooms | # People | Square feet | Notes/Rationale |
|  |  |  |  |  |
|  |  |  |  |  |

**Please send your completed form to HS Building Management,** **hsbuild@uw.edu**

I have reviewed this request for additional space.

Department or School Dean, Director or Administrator signature Date