

# Request for Space

New Mexico State University Facilities Space Planning Policy: *“All requests for new space or a change in how space is allocated between colleges or other major administrative units (MAU) must be forwarded to Facilities Space Planning for analysis and approval by the University Space Committee.”*

<b>CONTACT INFORMATION:</b>			
<b>Requesting Department:</b>		<b>Date:</b>	
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>	
<b>DESCRIPTION OF SPACE NEED:</b> If you need assistance completing this form or floor plans please do not hesitate to call Space Management at 646-2525, or Email us at space-mgt@nmsu.edu.			
A. Space will be used for: Instruction <input type="checkbox"/> Research <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Support <input type="checkbox"/> Other <input type="checkbox"/>			
B. Space will be used by: Faculty <input type="checkbox"/> Exempt Staff <input type="checkbox"/> Non-Exempt Staff <input type="checkbox"/> RA/TA <input type="checkbox"/> Students <input type="checkbox"/> Other <input type="checkbox"/>			
C. Have you identified a suitable location for this new space that may be available? Yes <input type="checkbox"/> No <input type="checkbox"/>			
D. If Yes, please describe, using building/room #s or attach drawing/floor plans/diagrams: (If No, please proceed to line “H”)			
E. If so, have you contacted current holder of the space provided? Yes <input type="checkbox"/> No <input type="checkbox"/>  Do they support the concept? Yes <input type="checkbox"/> No <input type="checkbox"/>			
F. Will there need to be any remodeling or enhancements to accommodate your proposed use? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please complete the attached Project Request Form (PRF) for a budgetary estimate. No charge to index.			
G. Do you have funding available to commit the relocation? Yes <input type="checkbox"/> No <input type="checkbox"/>  Is PRF required? Yes <input type="checkbox"/> No <input type="checkbox"/> Is PRF attached? Yes <input type="checkbox"/> No <input type="checkbox"/>			
H. Please briefly describe how the space will be used as well as why new/additional space is needed (You may attach drawings/floor plans/diagrams):			
I. Please briefly describe any special requirements for this space including the need for proximity to other facilities (If more space is needed you may attach additional pages):			
J. Date Needed:	Length of time needed:	I&G Eligible Activity: Yes <input type="checkbox"/> No <input type="checkbox"/>	
K. Please provide the <u>Net Assignable Square Feet</u> (NASF) you are requesting in each category below:			
Total Requested NASF:	Office/Work Room NASF:	Research Lab NASF:	
Teaching Lab NASF:	Storage NASF:	Other NASF:	
Please Describe Other:			
<b>REQUEST AUTHORIZATION SIGNATURES:</b>			
<b>Department Head:</b>	<b>Date:</b>	<b>Dean/Director/VP:</b>	<b>Date:</b>
<b>Space Committee:</b>	<b>Date:</b>	<b>Chancellor/Provost:</b>	<b>Date:</b>