



Project and Space Request

Project and Space requests include new space, renovation, room use change, and office move request in an existing building. Requests shall be emailed to the Associate Vice President of Campus Infrastructure for review and approval. The approval may be extended to the Executive Team depending on the nature of the request.

Type of Request (check all that apply)

- Room Use Change
- Renovation
- New Space

Contact for Request

Name/Department

Email:

Phone:

Summary of Request (i.e., convert classroom to lab, replace all whiteboards in room, change classroom desk to rolling chair format, split one office into two etc.)

Detailed Description of Project or Request (attach separate document(s) if needed)

1. Location of the Project or Request
2. When is the space needed?
3. Justification for the move, change of use, or renovations? (Specify if in reference to the academic strategic plan or facilities master plan, or specific need relative to safety, code compliance or other critical demands)



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4. Describe any department or division collaboration in the use and benefits of this Project

5. If this space is for a new hire, was this space need included in the hiring process? Yes No

6. What will happen to the current space?

7. Describe any planning that has been performed to date on this Project/Request in terms of function, use, space programs, preliminary cost estimating, scheduling, or other planning:

Provide prelim. potential funding source and amounts below:

- a. Unit or Division Funds (specify source-see Item 6): \$
 - b. External Funding Sources (donor, grant/contract, etc.): \$
 - c. Proposed State CIP Funds: \$
 - d. Other (specify): \$
 - e. Total Prelim. Project/Purchase Cost Estimate or Cost Range: \$
- (If scope/program/cost estimates not developed, provide order of magnitude concept cost)

8. Funding Source:

- a. Account number:
- b. Budget Manager and Owner:
- c. Workday Initiator:

9. Describe any ramifications if this Project/Request does not proceed

10. What safety issues, if any, are addressed by this Project/Request?



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11. Describe any alternates considered to satisfy this Project/Request based on the outcome of this Request

Please attach college, unit or department strategic plan and planning summary information available for planning conducted for this potential Project/Purchase.

For questions regarding this form or the Project/Request process, please contact:

Lisa Schock

Associate Vice President – Campus Infrastructure

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