

**University of Alaska Fairbanks
University Planning Office
Space Request Form**

Dean/Senior Administrator:

Please complete the form below and submit it to the University Planner

Name
Title
School/College/Unit
Phone
Email
Date

This request is for (check all that apply):

- Additional space
- Reassignment of space
- Modification of space
- Other

Please provide details regarding this request:

a) The space will be used for:

*Please note that **all research projects** that require additional or renovated space must complete the space plan section of the UAF Proposal Routing Form (obtain the form through the Office of Sponsored Programs). Projects must have an approved space plan prior to the acceptance of funding.

b) Preferred location of space:

Building: _____ Room #(s): _____
Current assigned occupant/department: _____
Could this activity be located off campus? _____

c) When is the space required? (Please keep in mind that it can take, on average, six months or longer to identify new space)

Signature of Dean/Senior Administrator of Unit

_____ Date _____

PRIORITY (Choose One): _____ **HIGH** _____ **MEDIUM** _____ **LOW**