



Space Request Form

Space requests are defined as a division or department requesting additional or swapping of spaces not currently occupied by the division or department.

Procedure: Complete the following information, attach a diagram or map with existing department/division locations identified (that are adjacent to the requested space), and send to your respective Vice President (or President, if a Direct Report). Refer to the [Space Request Process](https://www.lcsc.edu/administrative-services/space-request-process) (<https://www.lcsc.edu/administrative-services/space-request-process>).

Attach document(s)

Requestor Contact Information:

Name:

Division/Dept:

Email:

Date Requested:

Background Information:

Proposal

Location:

Request Justification:

Description and details:

Remodel scope and
anticipated cost (if any):

Any additional comments:

See Approval and Routing on page 2

APPROVAL AND ROUTING

1. Requestor's respective Vice President (or President, if a Direct Report)

Approve	Disapprove	Signature
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2. Institutional Vice Presidents Review

Approve	Disapprove	Date
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3. Executive Cabinet

Approve	Disapprove	Date
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4. Physical Plant Review

Recommend Proceeding	Do not recommend	Date
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Notes:

Cost estimate:

If no cost, proceed to step 5.

5. Information Technology Review

Recommend Proceeding	Do not recommend	Date
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Notes:

Cost estimate:

If no cost, proceed to step 6.

6. Requestor's respective Vice President (or President, if a Direct Report) Review Cost Estimate

Approve	Disapprove	Signature
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7. If approved, the requestor proceeds to:

- Enter a work request on [Physical Plant Services](#) website with pertinent detail from this request and [email](#) this completed form to the Physical Plant. Physical Plant will oversee the project, coordinate with other involved areas, and communicate the overall project costs to the requestor.
- If necessary, enter an [IT Help Desk Ticket](#) with pertinent detail from this request and attach this completed form to the ticket, or [email](#) the form.