



## 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>).

### **Requestor Contact Information:**

Name:

Division/

Department:

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

2. Institutional Vice Presidents Review

Approve                      Disapprove                      Date

3. Executive Cabinet

Approve                      Disapprove                      Date

4. Physical Plant Review

Recommend Proceeding                      Do not recommend                      Date

Notes:

Cost estimate:

If no cost, proceed to step 6.

*Physical Plant will coordinate with other involved areas (such as I.T.) to assess their costs, and include in the cost estimate and notes in this section.*

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

Disapprove                      Signature

6. If approved, the requestor proceeds to enter a work request on [Physical Plant Services site](https://www.lcsc.edu/physical-plant/services) (<https://www.lcsc.edu/physical-plant/services>) with pertinent detail from this request and forwards this completed form to the Physical Plant at [Plant@lcsc.edu](mailto:Plant@lcsc.edu). Physical Plant will oversee the project, coordinate with other involved areas (such as I.T.), and communicate the overall project costs to the requestor.