



Request for Allocation of Space

The requester is to complete this form and submit it for review and endorsement to the Department Chair/Director and then to the Dean or Vice President. Once all parties have approved the request, it is then submitted to Senior Vice Provost Jane Cassidy at jcassid@lsu.edu. If the Senior Vice Provost endorses the request, the proposal is forwarded to the Office of Planning, Design & Construction (PDC) for review and recommendations. PDC reviews and recommends action which is submitted back to the Senior Vice Provost for final approval. Dean/Vice President is then notified of the resolution.

Requester Information

Date

Name

Title

Unit/Department

Campus Address

Phone Number

Email Address

Space Request

Proposal

Provide a brief description of the type and amount of space being requested and how it will benefit the mission of your unit.

What is the projected number of occupants that need additional space

Faculty/Staff

Students

Non-University Personnel

When is space is needed?

Source of funds to support this request
(9 digit account number)

Include a complete list of all spaces being requested along with an in-depth explanation of the intended use for the spaces. List any special requirements needed for this space such as location and access adjacencies to other university units and or equipment.

Request Endorsement

Justification

Explain why this request cannot be accommodated within current space allocations.

Identify all space to be vacated by this request.

Is there a specific space being requested?

No- proceed to approval section

Yes- proceed to the next question

Is the space you are requesting used by another unit? Identify this unit and describe the current use of this space.

How will the utilization of the proposed space impact the operational costs of the requesting unit? Both increased costs and cost savings must be addressed.

Identify the level of remodeling anticipated to to make the space functional for the stated purpose.

Check all that apply

Clean Up

Paint

Flooring

Minor Renovations

Major Renovations

Elaborate on renovations, if necessary:

Department Approval

By checking this box you are endorsing the above space request.

Yes, I Department Chair/Director approve this request

Department Chair/Director Name

Title

Yes, I Dean/Vice President of this department approve this request

Dean/ Vice President Name

Title

Academic Affairs Approval (For internal use only)

Yes, this request will be sent to PDC for review and recommendations

Request Number:

No, this request is not approved and will not be sent to PDC for review and recommendations

Reason:

Final Resolution: