

# University of the Sciences in Philadelphia

## Space Request Form

Use for any request for additional space.

Name (print): \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Building: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Description of Request:

Statement of Need for Requested Space: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consequences if request is not approved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Requested Space: \_\_\_\_\_

No Space Identified: \_\_\_\_\_

Department Head or Dean: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Appropriate Vice President: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**FORWARD TO DIRECTOR, FACILITIES SERVICES FOR REVIEW.**

### For Facilities Services Use:

Space Usage Feasibility: Yes \_\_\_\_\_ No \_\_\_\_\_

Location of Space and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director, Facilities Services: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**FORWARD TO VICE PRESIDENT, FINANCE & ADMINISTRATION FOR REVIEW.**

### Vice-President for Finance and Administration - Final Review

Space Request Approved: \_\_\_\_\_ Space Request Not Approved: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Vice President, Finance & Administration: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

After final review, the Director of Facilities Services (DFS) will notify the requester.  
The original form will be retained by DFS who will provide copies to all others involved in the request.