

Facilities Administration Council Space Change Request Form

FAIRMONT
STATE UNIVERSITY

PIERPONT
COMMUNITY & TECHNICAL COLLEGE

All Space Changes must be reviewed and recommended for approval by the Facilities Administration Council.

Request Type(s) :

- Move/ Relocation within defined space
- Space Changes or Alterations
- Increase in Space Allocation
- New Space Needs

Primary User of Proposed Space :	
Name :	<input type="text"/>
Dept. :	<input type="text"/>
Bldg. :	<input type="text"/>
Phone :	<input type="text"/>
Email :	<input type="text"/>

Administrative Office Contact :	
Name :	<input type="text"/>
Dept. :	<input type="text"/>
Bldg. :	<input type="text"/>
Phone :	<input type="text"/>
Email :	<input type="text"/>

Description of Project :

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Purpose of Project : (Attach any pertinent information including space change checklist, sketches, correspondence, grant proposals, ETC.)

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Location/ Rooms Affected:	<input type="text"/>
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Rooms are Currently Assigned To :	<input type="text"/>
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Dept./ Lab/ Center Affected :	<input type="text"/>
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Amount of Add'l Space Requested (Total SF) :	<input type="text"/>	If additional space, is Change Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Number of People Using Space:	Prior to Change: <input type="text"/>	After Change: <input type="text"/>
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Note any Programmatic or operational changes expected to influence Project :

Schedule Requirements, Range of Dates for Desired Completion or Space Reassignment :

Impact if NOT completed within this Range :

List any Financial Requirements :

List anticipated primary funding below in chart. Please indicate sources of cost-sharing.

Source Amount \$	Account #
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Additional Notes :

REQUIRED Signatures :

Submitted By : Date :

Vice President : Date :

All requests for space change require the approval of the appropriate Vice President prior to submission to the Facilities Council for review and approval. ALL Academic and administrative units should be aware of the institution's current space constraints when considering new projects or expansion of current activities. Every attempt should be made to house these activities within currently assigned space(s). The investigation for obtaining new or additional space requires significant lead time.

Once the appropriate approvals have been obtained the form is to be submitted to physicalplant@fairmontstate.edu or physicalplant@pierpont.edu