

K-State Facilities - Space Request Form

Please complete Section I and return to Facilities & Campus Services - Space Management Office
For questions or assistance completing this form please call Space Management at 532-6389

Space Request Work Order #:
(Assigned by Service Desk)

I. Information & Description: *This Section Completed by Requester*

Name of Requester: Department:

Campus Phone #: Email:

APPROVAL OF REQUEST (Provost, Dean, VP, etc.)

Name (Print): Date:

Signature: Contact:

Type of Space Requested (Mark all that apply)

☐ Classroom ☐ Lab ☐ Research ☐ Meeting/Conference ☐ Administration ☐ Storage ☐ Office ☐ Other
Space will be used by: ☐ Faculty ☐ Staff/Administration ☐ Researcher ☐ Graduate Student ☐ Student(s)

Space Requested (if known): Dept:

Description of Space Needs or Space Change: (Attach separate sheet if needed)

Include information such as square feet, number of occupants, room use, budget/funding, timeline for occupancy of space, etc.

II. Recommendations (Attach separate sheet if needed)

Space Management Recommendations

Notes | Conditions

- ☐ May Require Code Updates
☐ Refer for Project Estimate Request
☐ Space Alterations not required

Conclusion

Notes | Conditions

Recommendation Approved

☐ Yes ☐ No

III. Confirmation of Space Allocation

Requester: Date:

Dept Head or Dean: Date:

AVP Facilities: Date:

Space Management Initials

- ☐ Space Database Change Required
☐ Campus Moves Work Order Created
☐ Project Estimate Work Order Created