

# K-State Facilities - Space Request Form

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

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

## 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