



SPACE REQUEST FORM

Existing UWS space must be utilized as effectively as possible in order to support university needs desired growth. Any endeavors that require additional space should be addressed first within a department's current allocation. One of the responsibilities of the VP for innovation and strategic initiatives is to ensure that university space resources are used in the most efficient manner. Part of this responsibility includes assessing and evaluating the needs of the university and the enforcing standards for the quality, quantity and location of space.

The purpose of the space request form is to gather as much information as possible at the initiation of a space change request. It also serves as a guide in determining requirements for requested new space, alteration/reconfiguration of existing space, and change of use. Business case justifications are required for all requests.

When the need for space is identified, all efforts to utilize existing university spaces should be exhausted before seeking new space. Space needs can include:

- New programs have been identified.
- Existing programs are growing and additional faculty and/or staff are being added.
- Short-term swing space is required while existing facilities are renovated or new facilities are constructed.
- An opportunity has been identified to consolidate space.

Requests for both additional space and changes of use of existing space need to be vetted and approved prior to reconfigurations proceeding. Additional approval may also be required from the Office of the President. All requests require the signature of an appropriate dean, vice president or vice provost before they will be considered.

If you have any questions when completing any portion of this form, please contact the Sara Mathov, VP for innovation and strategic initiatives at smathov@uws.edu. For best results, download the form and save it to your desktop.