

Space Committee Guidelines

Anyone that would like to submit a request for additional space may do so at any time using the following guidelines:

1. Requesters Name(s)
2. Department requesting additional space
 - a. Mathematics, Enrollment Management, etc.
3. Describe the intended use of space
 - a. Teaching, lab work, office space, etc.
4. Justify in writing the need for additional space
 - a. New hires, increase in students, room for equipment, etc.
5. How much space will be required
 - a. Square footage
6. Particular space wanted
 - a. Room number
7. Is anyone else using the current space that you are requesting?
 - a. Yes No
 - b. If so, who?
8. Requester must speak to person(s) currently occupying space and discuss their requests
9. Current occupier will have the opportunity to defend occupying the space
10. Would there be any remodeling involved?
 - a. Yes No
 - b. If yes, please describe (submit detailed drawing)
11. Submit requests to Space Committee Chair person
Ed Morris
Building & Grounds Supervisor
(419)-586-0365
ed.morris@wright.edu
12. Committee will meet as needed
13. Requests will be reviewed by the committee
14. Committee will make a recommendation to the Dean
15. Dean will make final approval/disapproval