

WRIGHT STATE UNIVERSITY - LAKE CAMPUS PHYSICAL PLANT

Space Request Form



	Yes	No	
Name of Requestor(s)	Would there be remodeling involved?		
Department Requesting Additional Space	How much space is needed (in square feet)?		
	Yes	No	
Particular Space Wanted (Room Number)	Is anyone using the space you want?	If yes, who?	

Describe intended use of space (teaching, lab work, office space):

Justify your need for space (room for equipment, new hires, increase in students, etc)

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

1. Complete Form & Submit
2. Requestor must speak to person(s) currently occupying space and discuss their request
3. Current occupier will have the opportunity to defend occupying space
4. Committee will meet as needed
5. Requests will be reviewed by the committee
6. Committee will make a recommendation to the Dean
7. Dean will make the final decision

Approve Deny <hr style="width: 100%;"/> Committee Decision Date	Concur with Committee Reverse Committee Decision <hr style="width: 100%;"/> Dean & CAO Decision Date	<hr style="width: 100%;"/> Date Requestor(s) Notified
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