

**Space Request Form**Submit to [SPAC@uhd.edu](mailto:SPAC@uhd.edu)


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 Date

Description of Request (i.e. square footage, office, classroom, laboratory, etc.)

*Attach proposed floor plans if available*
Renovation: ☐New Construction: ☐

Funding Information

Date Space is needed

Amount available *if applicable*

Proposed Occupant Capacity

Proposed Location

Room Number

Will this space be used for Research Yes: ☐No: ☐


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 Requester

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 Email

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 Extension

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 Chair/Supervisor's Name

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 Chair/Supervisor's Signature

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 Date

---

 Dean/Unit Head's Name

---

 Dean/Unit Head's Signature

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 Date

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 Vice President's Name

---

 Vice President's Signature

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 Date

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**Facilities Management Use Only**

Project Type

O&M: ☐PM: ☐MEP: ☐Custodial/Grds.: ☐


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 Space Committee Chair

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 Date