



Coppin State University
Space Request Form

Requesting Department/School: _____ Date _____

Dean/Chairperson: _____ Requestor: _____

Phone: _____ E-mail: _____

Requestor Signature: _____

Space will be used for: Instruction Office Computer lab/classroom Storage
Lab Research Other _____

Explain how the space will be used and why new/additional space is needed. If a remodel, briefly explain the changes requested. Use additional pages if necessary.

Is a suitable location for this new space available? Yes No
If yes, please describe, using building/room number or attached drawing/floor plans/diagrams.

Will you be vacating your current space? Yes No

Will this be a temporary placement? Yes No

Will the identified area require renovation or enhancements? Yes No

Information Technology Services Electrical Services Construction

Do you have funding available to cover cost related to the request? Yes No

Date needed: _____

Approvals

Department Head

- Forward to Dean or VP – Recommendation Approved
- Return to Requestor --- Not Recommended
- Return to Requestor --- More Information Needed

Signature: _____ **Date:** _____

Information Technology Division

- Forward to Dean or VP – Recommendation Approved
- Return to Requestor --- Not Recommended
- Return to Requestor --- More Information Needed

Signature: _____ **Date:** _____

Facilities and Physical Plant Division

- Forward to Dean or VP – Recommendation Approved
- Return to Requestor --- Not Recommended
- Return to Requestor --- More Information Needed

Signature: _____ **Date:** _____

Dean

- Forward to Space Advisory Committee --- Recommendation Approved
- Return to Requestor --- Not Recommended
- Return to Requestor --- More Information Needed

Signature: _____ **Date:** _____

University Space Advisory Committee

- Forward to Provost – Recommendation Approved
- Return to Requestor --- Not Recommended
- Return to Requestor --- More Information Needed

Signature: _____ **Date:** _____

Provost

- Forward to Space Advisory Committee --- Recommendation Approved
- Return to Requestor --- More Information Needed
- Forward to Space Advisory Committee – Not Recommended

Signature: _____ **Date:** _____