



Space Request Form

Project Name: _____
To be completed by RBS Facilities

Existing, RBS space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a Requestor's current space then within their department.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Responses for each inquiry may use additional space as needed. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions require longer responses than others. The individual completing the form understands the need best, so do your best to record the need, and call for assistance if you have a question.

Email the completed form and all attachments to: RBS-facilities@business.rutgers.edu (Jennifer M. Diaz or Amy LaCorte)

First Name, Last Name

Phone #

Department

Email Address

Request is for: *(check all that apply)*

Additional space to support a new or expanded activity

Relocation from an existing space

Have you identified possible space options that may be available? Yes No

Desired Location:

Request can be met by: *(check all that apply)*

Current RBS space

Swap existing space with another department

Existing space within another Rutgers building

Leased-space (off-campus space)

Briefly describe the need for space and the reason you are requesting space.

Describe the type(s) of room requested and the intended use of the space. Attach a separate page or other supporting materials as needed. Important details include:

a) Room use description (ex., reception, faculty or staff office, conference room, storage, lab (teaching or research) or other space).

b) Number of Occupants?

c) Type of occupants (ex., faculty, staff, TA/GA); include occupants titles and whether new hire(s) or existing employee(s).

d) If specific rooms are requested: 1) provide the room number for each room and 2) Identify whether the requested area will require renovation.

e) List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

f) What, if any, space will be vacated if a new allocation is made?

a) In what way is your current space inadequate for the identified need?

b) Identify the effective date of the need. If the requested space is needed on a temporary basis, identify when the space will be vacated. Identify any other timing needs (e.g., need to move during semester break, in coordination with another activity, etc.).

c) How does your request fit with the role and mission of Rutgers Business School?

d) What are the benefits (programmatic, financial, etc.) that will occur as a result of having the request granted?

e) What will be the negative impact of not being assigned this request?

f) Are you anticipating any remodeling or enhancements, including technology to accommodate your proposed use? Yes No

g) How will you pay for moving and/or renovation costs of the requested space? [Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available. If a donor will fund (all or in part) the space request, please describe circumstances.]

h) Have temporary arrangements been made to use any of your existing space for the requested purpose? If so, please explain.

By signing, the requestor asserts that the need requested here cannot be met within existing space by their department. Further, the signer acknowledges the applicability of a technology assessment concerning space requested.

Signature _____

Date _____



Assigned to:

Jennifer M Diaz
Amy LaCorte

confirm process with MR and Jen

Quote requested:

Yes

No

Date:

Assigned to:

Joseph Bassano
Shevon Jackson

Quote requested:

Yes

No

Date:

confirm process with MR and OTIS