

**Middlebury College
Office of Facilities Services
SPACE CHANGE REQUEST FORM**

Instructions:

Complete this form to request any physical change to space or to request additional space. After completing and obtaining the proper signatures, forward to:

Mary Stanley, Space Manager
Office of Facilities Services
Service Building 110, Ext. 5965

Requests accepted annually in response to solicitation from the Space Manager in September of each year only.

This form must also be submitted by the department head for requests for office space for SRC approved new hires. Note: VP signature is not required if position is SRC approved.

Requester Information:

Requesting Department:

Requester's Name:

Telephone:

DESCRIPTION OF NEW SPACE REQUIREMENT:

1. Space will be used for: Teaching Administration Research Storage Other

2. Space will be used by: Faculty Staff Students Department Other

3. Describe briefly how new space will be used and why new and/or additional space is being sought. Please include approximate square footage required. Include attachments if needed and names of proposed faculty/staff/students or job titles and expected start dates.

4. Date space is required:

5. Duration for which space is required:

6. Special requirements needed (if any): [ie: Data or ADA needs?]

7. Any ideas for possible locations for this new space that may be available? If so, where? If not, we will help in the search.

DESCRIPTION OF CURRENT SPACE:

8. Location of existing space:

Building:

Floor:

Room #'s:

9. Current use of existing space:

10. Net assignable square footage of existing space (if known):

Please note: The signatures below indicate agreement that the space request should be investigated. The approval to proceed does not indicate a guarantee of space for the purpose outlined in this request.

