

**Middlebury College**  
**Office of Facilities Services**  
**SPACE CHANGE REQUEST FORM – FY 2018**

**Instructions:**

Middlebury Leadership Group (MLG) member should 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.

MLG member's signature and printed name:

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Signature	Date	Printed Name
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Comments:

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Signature and Printed Name of the VP or Dean to which the MLG member reports:

- Jeff Cason, Interim Provost
- Bill Burger, VP for Communications
- Baishakhi Taylor, Interim VP for Student Affairs/Dean of the College
- Karen Miller, VP for HR and Chief Risk Officer
- Colleen Fitzpatrick, VP for Advancement
- Andrea Lloyd, VP for Academic Affairs/Dean of Faculty
- David Provost, EVP for Finance and Administration
- Tim Spears, VP for Academic Development
- Greg Buckles, Dean of Admissions
- Stephen Snyder, Interim VP for Academic Affairs and Dean of the Language Schools
- Carlos Velez, Interim Dean of International Programs

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Signature	Date	Printed Name
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Comments:

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