



Requests for New Space



Responsibility for Space Requests

You must obtain approval from your Dean and Vice President for all space requests. You may require an account number for expenses.

Tracking Number
(Official Office Use Only)

Allocation of Space

Departments, Colleges and Business Divisions handle internal space allocation and occupant assignment. Speak to your Space Coordinator about requesting space within your unit. You must use this form to request any new space.

Requesting Person:

First Name

Last Name

Email

Department

College / VP

Date of Request

What type of new space are you requesting:

- Administrative/Office
- Research
- Instruction
- other

Will this request result in demolition or construction of new walls?

- Yes No

Please describe these aspects of your request	Provide description here
1. How does this advance UTEP's Mission?	
2. Why is existing space within your unit not feasible?	
3. Where will new space be located (building, rooms, unknown)?	
4. Who will occupy the new space (people & program)?	
5. Is this a temporary or permanent request? If temporary, need start and end dates.	
6. Why is this space being requested (part of a new initiative, faculty start-up, grant)?	
7. What is the estimated cost and source of funding (account number)?	
8. How will this affect students, faculty and/or staff?	

Fill out request form, print, and obtain signatures below before submitting to the Space Information Resources Office:
space.information@utep.edu tel: 747-8116

Approved by Dean:

Print Name _____ Signature _____ Date _____

Approved by Provost/Vice President:

Print Name _____ Signature _____ Date _____

Executive Space Committee Approval

Yes No

Date