



USF FACILITIES MANAGEMENT SPACE IMPACT REQUEST

EMAIL COMPLETED FORM TO: jgahagan@usf.edu FOR INFORMATION CALL: [813-974-0332](tel:813-974-0332)

A REQUESTOR: CHECK IF REQUESTOR IS PROJECT CONTACT.

COLLEGE/UNIT: _____	PROJECT CONTACT:
REQUEST DATE: _____	Name: _____
NAME: _____	Email: _____
EMAIL: _____	Phone: _____
PHONE: _____	

RESERVED FOR SIR MANAGER USE:

SIR NUMBER:

DATE:

B REQUEST: CHECK IF ADDITIONAL INFORMATION IS ATTACHED (SKETCHES, PHOTOS, PRODUCT INFO, ETC.)

BUILDING NAME: (IF NOT IN BUILDING, PLEASE ATTACH A MAP)		EXPECTED BUDGET RANGE:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 80%;">SPACE IMPACT QUESTIONNAIRE: <input checked="" type="checkbox"/> CHECK YES OR NO FOR ALL QUESTIONS.</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>WILL THIS PROJECT REQUIRE BUILDING OR REMOVING WALLS?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>WILL OCCUPANTS BE DISPLACED WHILE WORK OCCURS?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>IS AN ESTIMATE BEING REQUESTED FOR BUDGETING PURPOSES?</td> </tr> </table>		Yes	No	SPACE IMPACT QUESTIONNAIRE: <input checked="" type="checkbox"/> CHECK YES OR NO FOR ALL QUESTIONS.	<input type="checkbox"/>	<input type="checkbox"/>	WILL THIS PROJECT REQUIRE BUILDING OR REMOVING WALLS?	<input type="checkbox"/>	<input type="checkbox"/>	WILL OCCUPANTS BE DISPLACED WHILE WORK OCCURS?	<input type="checkbox"/>	<input type="checkbox"/>	IS AN ESTIMATE BEING REQUESTED FOR BUDGETING PURPOSES?	<input type="checkbox"/> <\$5,000 <input type="checkbox"/> \$5,000 -- \$25,000 <input type="checkbox"/> \$25,000 -- \$100,000 <input type="checkbox"/> >\$100,000
Yes	No	SPACE IMPACT QUESTIONNAIRE: <input checked="" type="checkbox"/> CHECK YES OR NO FOR ALL QUESTIONS.												
<input type="checkbox"/>	<input type="checkbox"/>	WILL THIS PROJECT REQUIRE BUILDING OR REMOVING WALLS?												
<input type="checkbox"/>	<input type="checkbox"/>	WILL OCCUPANTS BE DISPLACED WHILE WORK OCCURS?												
<input type="checkbox"/>	<input type="checkbox"/>	IS AN ESTIMATE BEING REQUESTED FOR BUDGETING PURPOSES?												

AREA IMPACTED: _____
DESCRIPTION OF MODIFICATION REQUESTED: _____

WILL ROOM CLASSIFICATION CHANGE? Yes No

IN WHAT WAY IS YOUR CURRENT SPACE INADEQUATE FOR THE IDENTIFIED NEED? ADDRESS THE IMPLICATIONS TO YOUR PROGRAM/SERVICE IF YOUR REQUEST IS NOT APPROVED.

ANY CRITICAL FACTORS TO BE CONSIDERED IN SCHEDULING THIS PROJECT?

C CHARTFIELD(S): IF REQUEST IS APPROVED, IS SUFFICIENT FUNDING IN PLACE TO COVER THE PROJECT COST? IF YES, IDENTIFY FUNDING SOURCE.

OP. UNIT	FUND CODE	ACCOUNT	DEPT.	PRODUCT	INITIATIVE	BUD. REF.

ACCOUNTABLE OFFICER: NAME: _____ EMAIL: _____ PHONE: _____

D SIGNATURE: SIGNATURE BELOW IS REQUIRED PRIOR TO REVIEW AND DOES NOT IMPLY APPROVAL OF THIS REQUEST.

REQUEST CATEGORY: CHECK ONE OF TWO CATEGORIES

ROUTINE: ROUTINE MODIFICATION REQUIRE SIGNATURE FROM DEAN OR APPROVED DESIGNEE OF THE DEPARTMENT. EXAMPLES OF ROUTINE MODIFICATIONS INCLUDE ADDITION OF AN ELECTRICAL OUTLET, MINOR AV PROJECTS, AND INSTALLING A NEW DOOR OR WALL IN OFFICE SPACE. **SIGNATURE ① REQUIRED.**

NON-ROUTINE / OTHER: ALL NON-ROUTINE REQUIRES SIGNATURE FROM THE DEAN OR APPROVED DESIGNEE AND AREA VICE PRESIDENT OR APPROVED DESIGNEE. EXAMPLES OF NON-ROUTINE INCLUDE SUITE RENOVATIONS, SIGNIFICANT ALTERATIONS TO INTERIOR OR EXTERIOR SPACES, AND ACCOMODATIONS MADE DUE TO LARGE EQUIPMENT PURCHASES AND DEPARTMENTAL RESTRUCTURING. **SIGNATURE ① AND ② REQUIRED.**

① DEAN OR APPROVED DESIGNEE:

(PLEASE PRINT NAME) _____	SIGNATURE _____	DATE: _____	EMAIL: _____ PHONE: _____
---------------------------	-----------------	-------------	------------------------------

② AREA VICE PRESIDENT OR APPROVED DESIGNEE:

(PLEASE PRINT NAME) _____	SIGNATURE _____	DATE: _____	EMAIL: _____ PHONE: _____
---------------------------	-----------------	-------------	------------------------------