IUPUI Space Request

Requestor Information

Requestor’s name: ___________________________ Date: ___________________________

Department: ___________________________________________________________________

Phone: _______________________________________________________________________

School: ___________________________ E-Mail: _________________________________

Have you ever had a Space Program Analysis completed for your department? Yes___ No___

Space Information

Type of space required: ___________________________________________________________________

Square footage required: ___________________________________________________________________

Target date for occupancy: ___________________________________________________________________

Funding Source: _______________________________________________________________________

Hours of operation: _______________________________________________________________________

Special HVAC requirements: ___________________________________________________________________
(Heating Ventilation Air Conditioning)

Environmental issues: _____________________________________________________________________

Special power needs: _____________________________________________________________________

Special floor load requirements: _____________________________________________________________________

Space Justification:

1. What drives the need for renting space? (If Grant or project work is the answer to #1, please provide other details such as amount of grant, length of grant period, number of people that have been hired, etc.)

2. Who is using the space and what is the purpose?
3. Do you anticipate that this need is for a peak, or, do you anticipate that the need will persist?

4. Has a space program been created for this need?

5. Is location of the space important? Why?

6. Can cubicles be used exclusively, if necessary, rather than renovating space and building walls?

7. What are your data needs? Do you have to have access directly to the University data system?

8. Do you require proximate parking? If so, why? How many spaces do you require?

9. Is the rental space the only office of those in it? If anyone does have another office, why do they need one in the rental space?