



# University Space Request

**OFFICE USE ONLY**  
SR-1 No.: \_\_\_\_\_

Use this form to request additional assigned space or to re-designate currently assigned space. For construction within space already assigned to your program, see the CR-1 form. Requests for new space or movement of personnel must be forwarded to [Facilities@tamusa.edu](mailto:Facilities@tamusa.edu) for review by the Space Management Committee prior to submitting a key or ITS move request. **Key or ITS move requests unaccompanied by this approved form will be denied.**

Requesting Program: \_\_\_\_\_

Date: \_\_\_\_\_

Requesting Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Requesting Person's Email: \_\_\_\_\_

Latest date space related action is acceptable: \_\_\_\_\_

**Type of Request:**

- Request additional assigned space
- Request to re-designate currently assigned space (i.e. change room use from conference room to office)
- Other \_\_\_\_\_

**Type of Space Needed:**

**Space Will Be Used By:**

- Classroom
- Conference Room
- Laboratory
- Storage
- Office
- Study
- Other \_\_\_\_\_

- Faculty
- Staff
- Research
- Student
- Other \_\_\_\_\_

**Briefly describe how the space will be used or why the new additional space is needed (drawing, floor plans, designs, or programming may be attached).**

**Provide desired adjacencies to other units/programs if necessary.**

**If a particular space is requested, please identify building and room number(s).**

**What, if any, space will be vacated if a new allocation is made?**

**What are the negative consequences if this request is not granted?**

**Will there need to be any remodeling or enhancements to accommodate the proposed use?**

- No, the program will use existing space in its “as is” condition.
- Yes, and I have attached the CR-1 (University Construction Request) Form.

**Is any new furniture and/or equipment needed?**

- No, the program will move existing furniture and equipment.
- Yes, and I have attached the FR-1 (University Furniture Request) Form.

As **Department Head**, I concur with request \_\_\_\_\_ Date: \_\_\_\_\_

As **Dean/Director**, I concur with request \_\_\_\_\_ Date: \_\_\_\_\_

As **Provost/Vice President**, I approve request \_\_\_\_\_ Date: \_\_\_\_\_

Space Management Committee Recommendation:

As **President**, I give my final approval \_\_\_\_\_ Date: \_\_\_\_\_