



Space Request Form

Space requests are defined as a division or department requesting additional or swapping of spaces not currently occupied by the division or department.

Procedure: Complete the following information, attach a diagram or map with existing department/division locations identified (that are adjacent to the requested space), and send to your respective vice president (or president, if a Direct Report Unit). Refer to the [Space Request Process](https://www.lcsc.edu/administrative-services/space-request-process) (<https://www.lcsc.edu/administrative-services/space-request-process>).

Attach document(s)

Requestor Contact Information:

Name:

Division/Dept:

Email:

Date Requested:

Background Information:

Proposal

Location:

Request Justification:

Description and details (If applicable, include details on colors, signage and logos):

Remodel scope and anticipated cost (if any):

Any additional comments:

See Approval and Routing on page 2

APPROVAL AND ROUTING

1. Requestor's respective vice president (or president, if a Direct Report Unit)

Approve ☐

Disapprove ☐

Signature

2. Institutional Vice Presidents Review (If space is already utilized within the same unit, skip this step)

Approve ☐

Disapprove ☐

Not applicable ☐

Date

3. Executive Cabinet

Approve ☐

Disapprove ☐

Date

4. Physical Plant Review

Date

Recommend Proceeding ☐

Do not recommend ☐

Notes:

Cost estimate:

If no cost, proceed to next step.

5. Information Technology Review

Date

Recommend Proceeding ☐

Do not recommend ☐

Not Applicable ☐

Notes:

Cost estimate:

If no cost, proceed to next step.

6. Communications & Marketing Review

Date

Recommend Proceeding ☐

Do not recommend ☐

Not applicable ☐

Notes:

7. Requestor's respective vice president (or president, if a Direct Report Unit) Review Cost Estimate

Approve ☐

Disapprove ☐

Signature

8. If approved, the requestor proceeds to:

- Enter a work request on Physical Plant Services site (<https://www.lcsc.edu/physical-plant/services>) with pertinent detail from this request and forwards this completed form to the Physical Plant at Plant@lcsc.edu. Physical Plant will oversee the project, coordinate with other involved areas, and communicate the overall project costs to the requestor.
- If necessary, enter an IT Help Desk Ticket (<https://kbox.lcsc.edu/>) with pertinent detail from this request and attach this completed form to the ticket, or email the form to helpdesk@lcsc.edu.