**University of Baltimore**

**Capital Planning Space Need Request**

University of Baltimore-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit’s current allocation, then within the unit’s lead college or division.

**This form documents an expected or impending need for space that cannot be met within the existing college or division allocation.**

* An office for a newly hired employee or staff expansion outside your assigned divisional/department offices.
* Additional storage needs to accommodate files, stock items, etc.
* Temporarily relocate staff or operations for long term use of a space outside your assigned divisional/department offices.
* Space for long term activities

The submission of this form provides early notification to the Office of Capital Planning and Campus Operations of an impending need for space. This form starts the process; more detailed information may be required as the need is developed.

Below are the office size standards based on staff position. Refer to the Campus Building Standards on the Capital Planning and Campus Operations website <http://www.ubalt.edu/about-ub/offices-and-services/administration-and-finance/cpco/>

| **Office Standards** | **Size (NASF)** |
| --- | --- |
| Dean | 300 |
| Executive Vice President / Sr. Vice President | 250 |
| Vice President | 200 |
| Associate Vice President | 180 |
| Director | 150 |
| Faculty / Assistant Director | 140 |
| Staff (Private Office) \* | 120 |
| Staff (Open Office) | 100 |
| Part-Time Faculty / Adjunct (Shared / Open Office) | 70 |
| Work Station - Graduate Assistant | 40 |
| Work Station - Student | 30 |

* \* Open floor plans provide the most efficient use of space and will be used in all future projects, however, a request for a private office will be reviewed and considered at the time of the request.
* Note: NASF is net assignable square feet

**Part I: Requestor Contact Information**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Location/Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II: Request Type (select all that apply):**

⁭ Departmental Move Involving more than one department

⁭ Intra-departmental Move

⁭ Change of Space Function

⁭ Additional Space to Support a New or Expanded Activity

⁭ Relocation to/from an Existing Space

⁭ Exchange of Existing Space with another College or Division

Desired Location (specific building & room number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part III: Space Request Description and Scope**

Briefly describe the need for space and the reason your unit is requesting space. Describe the specific nature of the work to be done and requested completion date.

1. In what way is your current space inadequate for the identified need?
2. Identify the effective date of the need. If the requested space is needed on a temporary basis, identify when the space will be vacated. Identify any other timing needs (e.g., need to move during semester break, in coordination with another activity, etc.).
3. Describe the type(s) of room requested and the intended use of the space. Complete the space program spreadsheet or other supporting materials as needed to describe space needs. Helpful details include:

i. Room Use Description (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.). If specific rooms are requested: 1) Provide location information for each room and 2) Identify whether the requested area will require renovation.

ii. Number of Occupants.

iii. Type of Occupants (e.g. faculty, staff, students, etc.; include occupant titles and whether new hire(s) or existing employee(s), etc.).

D. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

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

F. Describe any related expenditures that may be required to complete your project such as furnishings, equipment, technology, communication services, etc. If construction is required to improve the conditions of the requested space, a project request form should be completed instead of the space request form.

**Part IV Approval of the Request**

The individuals listed below acknowledge that the requested space need cannot be met within existing space controlled by the College/Division. Further, the approvals acknowledge there may be budget implications that result from construction, operational and maintenance expenses associated with this space request.

**Send the completed form and any relevant attachments and/or questions to:**

**Office of Capital Planning and Campus Operations, Email:** [**capitalprojects@ubalt.edu**](mailto:capitalprojects@ubalt.edu)

**Submitting Department/Division Approval Signatures:**

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Requestor Approval College Dean / Divisional

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Approval Executive VP & Provost Approval CFO & VP Admin & Finance

Darlene Smith Beth Amyot

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Approval VP Capital Planning Approval Budget A&F Shared Service

Neb Sertsu James Hale