

Project Name: _____

[To Be Completed by Space Management Program Manager]

Cornell University

Notice of Programmatic Space Need

(Space Request Short Form – use when few specific details of the space need are known)

Existing, Cornell-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. A unit should complete this form as soon as it identifies the potential to occupy new space. The submission of this form provides early notification to the Space Management Program Manager and the Space Use Advisory Committee of an impending need for space. This form starts the process; more detailed information may be required as the need is developed.

This request will be reviewed by the Space Management Program Manager and then directed to the Space Use Advisory Committee for final review and comment.

Send the completed form and any relevant attachments to: Space Management Program Manager, Suite 440 Day Hall or spaceplanning@cornell.edu. Call (607-254-3529) or e-mail with questions.

Check here if additional documentation is attached.

Part I: Requestor/Unit Contact Information

[Person who should serve as primary contact for Space Planner]

Name:

Phone:

Department/Unit; College/Division:

Email:

Part II: Desired Space

Request is for: (check all that apply)

Additional space to support a new or expanded activity

Relocation from an existing space

Request can be met by: (check all that apply)

Cornell-owned, non-leased space

Leased-space (even if Cornell-owned)

An exchange of existing space with another college or division

Desired Location (geographic or specific building):

Part III: Purpose of Request

Briefly describe the need for space and the reason your unit is requesting space. If intent is to lease space, please elaborate as to why a lease arrangement is necessary or preferred.

Part IV: Approval of Request

By signing, the dean/vice president/vice provost asserts that the need requested here cannot be met within existing space controlled by the College/Division. Further, the signer acknowledges the applicability of Budget Model Principle 4 concerning the distribution of operations and maintenance expenses for space based on unit space allocations.

Signature of Dean/Vice President/Vice Provost: _____

Printed Name: _____

Date of Approval: ____/____/____

Part V: University Space Planning Action:

Received by Space Management Program Manager; Date: ____ / ____ / ____ Disposition: [Date: ____ / ____ / ____]

Notes: