

Faculty of Engineering and Applied Science

Request for Allocation of Space

Note: This form should be submitted to the office of the Senior Administrative Officer, Faculty of Engineering and Applied Science

Requestor:

Name of Research Group requesting Space

Contact Person:

Email Address:

Phone:

REQUEST DETAILS

Designated Function/Type:

Will renovations be necessary:

Yes

No

If renovations are necessary, please indicate general nature and source of funds for renovations:

Size (estimated): (If requesting offices - indicate number needed):

List of intended Occupants/Employees (indicate by title):

Is this Request for Temporary Use (Provide time frame and by when needed)

Is this Request for Permanent Use (Provide time frame by when needed)

Provide any specifications or justification, or any other comments which will support the request. Please include any additional relevant documentation available.

Signature of the Requestor:

Date:

Committee Recommendation:

Chair's Signature:

Date:

Dean's Comments:

Dean's Signature

Approved

Not Approved

Date