

# UIS Space Allocation Committee Request Form

The UIS Space Allocation Committee (SAC) reviews all requests for reallocation of physical space located in all University facilities unless prohibited by contract or funding source obligations, policy or statute. This includes reassignment of space from one unit to another or space that would involve remodeling/construction. In addition, the SAC will review major changes in use of space (for example, changing a conference/meeting space or classroom to offices).

*The committee will not review requests for moves of personnel within a department's existing space, such as reassignment of offices within the same department/center or assignment of space for special events.*

**Please submit this form to the chairman of the Space Allocation Committee:  
Vice Chancellor Arnold Henning - ahenn6@uis.edu & Cc: facilities@uis.edu**

I. REQUESTOR INFORMATION:	
Requestor (Primary Contact):	
Dept/Unit/Center/School:	
Phone:	
Email:	
Date:	

II. SUMMARY OF REQUEST:
<input type="checkbox"/> Request for Additional Space to support new or expanded activity  <input type="checkbox"/> Request to relocate to a new location  <input type="checkbox"/> Lease request

III. REQUEST FOR SPACE:	
A. Briefly describe why new/additional space is needed. How will this requested space positively impact the educational mission? Address the implications to your program/service if additional space is not approved. Please supply supporting documentation.	
B. New space will be used for:    Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Support <input type="checkbox"/> Other, please specify:	
C. What attempts have been made to locate space within your current space allocation? Has under utilized space been assessed to solve this need? Have shared space possibilities been explored?	
D. Have you identified a suitable location for this new space that may be available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
E. If yes, describe, identify building/room #s or attach drawing/floor plans/diagrams:	
F. Is the space requested currently occupied? Yes <input type="checkbox"/> No <input type="checkbox"/>	
G. If space will be vacated by approval of this request, please indicate if current space will be released? Yes <input type="checkbox"/> No <input type="checkbox"/>	

H. Will this space need to be renovated if request is granted? Yes <input type="checkbox"/> No <input type="checkbox"/>
I. If yes, are funds available for the renovation? Yes <input type="checkbox"/> No <input type="checkbox"/>
J. Funding source for renovation (CFOP):

**IV. SPACE REQUIREMENTS:** Please refer to the Space Criteria Form to complete space requirement needs.

<b>V. REQUESTOR AUTHORIZATION SIGNATURES</b> (the signatures below indicate agreement that the space request should be given consideration. Approval to submit request does not indicate a guarantee of space for the purpose outlined in this request.)	
Department Head or Chair or Director:	Date:
Comments:	
Dean:	Date:
Comments:	
Vice Chancellor:	Date:
Comments:	

Forward this completed form with the proper signatures and supporting documentations by inter-campus mail to Facilities & Services at MS BSB 33 or by email to [facilities@uis.edu](mailto:facilities@uis.edu).

<b>VI. UIS SPACE ALLOCATION COMMITTEE ACTION</b>
Date received by Committee:
Date reviewed by Committee:
Action recommended by Committee:
Requestor Notification Date:
Assigned Space:
Comments:

**Submission Deadline: The 25th of the month**

**Committee Review: Second Friday of the month or as posted**

## SPACE CRITERIA FORM

SPACE NAME:

TYPICAL OCCUPANCY:

PRIMARY FUNCTION/UTILIZATION OF THE SPACE:

### **Special Requirements:**

- 1) Minimum square footage or space dimensions:
  - Ceiling height:
  - Special dimensions to fix specific type of equipment or furniture:
  
- 2) Special Finish Materials:
  - Floor:
  - Walls:
  - Reinforced wall construction to support any equipment or fixtures hanging on wall (to include dry erase boards):
  - Ceiling:
  - Acoustics:
  - Signage:
  - Door size:
  
- 3) Special Heating/Cooling and Ventilating Requirements:
  - Heating:
  - Ventilating:
  - Cooling:
  - Humidity control:
  - Plumbing (water, sewer, specialized drains, oil/water separator, eye/body wash, natural gas, compressed gas or air, etc...):
  - Specialized cooling for electronics / servers / computers:
  
- 4) Specialized fire detection, suppression or protection:
  
- 5) Electrical:
  - Special power requirements for equipment:
  - Dedicated ground outlet required?
  - Isolated ground outlet required?
  - Uninterrupted Power Supply (UPS) required?
  - Special Lighting/Controls:
  - Is daylight required?
  
- 6) IT / Communications / Audio Visual:
  - Local Area Network / Wireless Access Point:
  - Telephone:
  - Public address system:
  - TVs / Monitors:
  - CCTV:

- Projector & screen:
- Computers:
- Printers / Copy Machines:
  
- Other Audio Visual requirements:

7) Security:

- Key Lock
- Key Pad (electric)
- Access control system
- Intrusion detection system
- Cameras
- Other Special requirements

8) Applicable Safety or Occupational Health Regulations, Codes, etc.:

9) Furniture & Specialized Equipment:

- Please list all specialized fixed and/or movable equipment along with furniture. If additional explanatory information is required (photos, web pages, etc.) please attach them.

Submit Form