

Project Space Request Form

Completion of this form is required to request new or additional space, or to make any alterations to existing space within Regis University buildings.

Date:

Department:

Reason for Request: (for example: adding staff or programs; updating or adding new finishes, such as paint or carpeting; new office configurations; or additional storage space; etc.)

Building:

Location / Room Number:

General Building Information:

Will the work impact structural systems?

Will the work impact mechanical systems (HVAC, plumbing, etc.)?

Will the work impact electrical systems?

Will the work impact fire protection systems?

Will the work impact existing partition systems and/or access to exits?

Funding source:

Time Frame:

When do you want to begin design work?

When do you want to begin construction?

When do you want the project completed?

Additional comments/concerns:

Agency Contact Information:

Name:

Title:

Contact e-mail:

Telephone: