



Space Request

Existing, Cornell-owned space must be utilized as effectively as possible 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 1) an expected or impending need for space by an academic or administrative unit of the University that cannot be met within the existing college or division allocation, including through repurposing of space leveraged by optimizing hybrid and remote work implementation consistent with HR policy and guidelines, or 2) that proposes using unit space for private use (see Policy 4.19).

A unit should complete this form as soon as it identifies the potential to occupy new space. This request will be reviewed by the Director of Capital & Space Planning and then directed to the Space Use Advisory Committee (SUAC) for final review and comment. SUAC endorsement leverages support from the Director of Capital & Space Planning and participation of potential partners in solving the need, but actual resolution is not guaranteed. The requesting unit always retains primary responsibility to solve or mitigate the need.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Responses for each inquiry may use additional space as needed. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions require longer responses than others. The unit completing the form understands the need best, so should make a best effort to record the need.

Part I: Requestor/Unit Contact Information (Complete for all requests) [Person who should serve as primary contact for Space Planning]

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

Space for a vendor or other private activity (per Policy 4.19)

Part III: Purpose of Request [Briefly describe the need for space and the reason your unit is requesting space.]

A. Briefly describe the programmatic need for space

B. What are the benefits (programmatic, financial, etc.) that will occur as a result of having the request granted?

C. What will be the negative impact of not being assigned this request?

¹ Requests for leased space should be submitted on the form Request to Lease Space found at <https://dbp.cornell.edu/home/offices/space-planning/space-request-forms/>.

Part IV: Space Need Description

- A. Identify the effective date and the length of the need. Identify any other timing needs (e.g., need to move during semester break, in coordination with another activity, etc.).
- B. Is there a preferred/desired location? If so, identify the building and rooms as specifically as possible, and why this space is preferred.
- C. Describe the type(s) of room requested and the intended use of the space. Attach a spreadsheet or other supporting materials as needed. Helpful details include:
- a. 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.).

 - b. Number and type of Occupants (e.g. faculty, staff, T/A, R/A, or other non-Cornell constituents, 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. **[Required]** Provide assurance that all avenues to solve this space requirement within existing space have been explored. List specific solutions explored and reason(s) for insufficiency. For example, has the college/division:
- a. Considered re-purposing under-utilized space to solve this need?
 - b. Re-evaluated the space assigned to lower priority initiatives?
 - c. Explored shared space opportunities?
 - d. Considered remote and hybrid work schedules, as identified through HR policy and process, to release space that can then be re-purposed?
- F. What, if any, space will be vacated if a new allocation is made?

Part V: Funding

A. How will the unit pay for moving and/or renovation costs associated with this request?

[Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available]

B. If space is to be used for a grant or award-funded program and/or costs are to be paid by the grant/award, please specify:

Grant/Award Agency:

Type of grant:

Name/Dept of PI:

Amount of grant:

Duration:

Status:

C. If a donor will fund (all or in part) the program with a space need and/or renovations associated with the space request, please describe the circumstances:

Part VI: Supporting Documentation

I have attached floor plans, a functional spreadsheet, organizational chart, and/or other documentation to support this request

[If yes, please list briefly here]

Part VII: 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 requirements 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:

Send the completed and signed form and any relevant attachments to: Director of Capital & Space Planning, Suite 440 Day Hall or spaceplanning@cornell.edu. Call (607-255-2557) or e-mail with questions.