



Space Request Form

Space requests are defined as a division or department requesting additional or swapping of spaces not currently occupied by the division or department.

Procedure: Complete the following information, attach a diagram or map with existing department/division locations identified (that are adjacent to the requested space), and send to your respective Vice President (or President, if a Direct Report). Refer to the [Space Request Process](https://www.lcsc.edu/administrative-services/space-request-process) (<https://www.lcsc.edu/administrative-services/space-request-process>).

Attach document(s)

Requestor Contact Information:

Name:
Division/Dept:
Email:
Date Requested:

Background Information:

Proposal

Location:

Request Justification:

Description and details:

Remodel scope and anticipated cost (if any):

Any additional comments:

See Approval and Routing on page 2

APPROVAL AND ROUTING

1. Requestor's respective Vice President (or President, if a Direct Report)

Approve Disapprove Signature

2. Institutional Vice Presidents Review

Approve Disapprove Date

3. Executive Cabinet

Approve Disapprove Date

4. Physical Plant Review

Recommend Proceeding Do not recommend Date

Notes:

Cost estimate:

If no cost, proceed to step 5.

5. Information Technology Review

Recommend Proceeding Do not recommend Date

Notes:

Cost estimate:

If no cost, proceed to step 6.

6. Requestor's respective Vice President (or President, if a Direct Report) Review Cost Estimate

Approve Disapprove Signature

7. If approved, the requestor proceeds to:

- Enter a work request on Physical Plant Services site (<https://www.lcsc.edu/physical-plant/services>) with pertinent detail from this request and forwards this completed form to the Physical Plant at Plant@lcsc.edu. Physical Plant will oversee the project, coordinate with other involved areas, and communicate the overall project costs to the requestor.
- If necessary, enter an IT Help Desk Ticket (<https://kbox.lcsc.edu/>) with pertinent detail from this request and attach this completed form to the ticket, or email the form to helpdesk@lcsc.edu.