

Process for Space Requests

1. Requestor completes Space Request Form (available on the Business Operations and Facilities / Portfolio Management website), gets the appropriate signatures and returns completed form to Bob Brown at rpbrown@utmb.edu and Gaurav Khadse at gakhadse@utmb.edu in Planning.
2. All requests for change in use of space, additional and reassignment of space or ground floor space requires the signature approval of the area/department Vice President and Executive Vice President. Signature approval is authorization to proceed with investigation of the request, not a guarantee that space request will be approved. Please refer to this link: [Policies & Procedures](#) for the Space Management Policy and more information.
3. No action is taken until the form is returned to Planning with the appropriate approval signatures. When the completed form is returned, planning will evaluate the request and notify the requestor.

Typical action options upon signature approval:

1. Facilities Planning will proceed with limited, in-house space planning (expending no outside funds) to get more information.
2. Small projects (with no architect or engineer involved) that have been evaluated as appropriate and feasible may go to In House Construction Services for execution by way of the work order process funded through the department.
3. For larger projects that are appropriate, feasible and beyond the capacity of In House Construction Services to execute, a project manager from Design and Construction will be assigned for execution. This document requires entity leadership approval and a project funding source.

Space Request Form

Please complete this form including all appropriate signature approvals. Send signed and completed form to Bob Brown at rpbrown@utmb.edu and Gaurav Khadse at gakhadse@utmb.edu in Planning.

Requestor's Name: _____ Department: _____

Date: _____ Phone: _____ Email: _____

Current Space: Use: _____ Location: _____ Sq Ft: _____

Is this request for: Change in Use Additional Space/Reassignment Ground Floor Use

Describe Space Need:

Budget: _____ Funding Source: _____

Instructions:

1. All space requests that result in a change in use of space, additional or reassignment of space or requests for ground floor space shall require all signatures below including your area Vice President and Executive Vice President.
2. All requests for ground floor space must be reviewed and approved by the Facilities Infrastructure Steering Committee.
3. When this form is completed and returned to with all required signatures, Facilities Planning will evaluate the request and notify requestor.

Approvals to Proceed with Study (This is not authorization to proceed with project):

Department Head of Area/Department

Print Name: _____ Signature: _____ Date: _____

Vice President of Area/Department

Print Name: _____ Signature: _____ Date: _____

Executive Vice President of Area/Department

Print Name: _____ Signature: _____ Date: _____

ADMINISTRATIVE USE ONLY BELOW RED LINE – APPROVAL TO PROCEED WITH STUDY

Signature: _____ Title: Asst. VP. Portfolio Management Date: _____

Kim McKay