

Policies and Procedures

Procedure

Schedule C: Space Application Form (Template)

Section 1 – Request details

Please Tick:

- Permanent Space**
- Temporary Space**

- a) Project title:
- b) Applicant details:
- c) contact person:
- d) contact details:

Section 2 – Existing Conditions

Detail the location and size of any existing space and its current condition

Section 3 – Needs Identification

- a) Provide a brief summary of the project requirements and key drivers
- b) Provide further details addressing parameters such as the following:
 - Alignment with the Strategic Plan, Functional Plans Operational Plans
 - Academic course delivery
 - Student experience
 - Organizational impact within unit and/or across units
 - Campus impact
 - External relationships
 - Research requirements
 - Improved efficiencies in space utilization, costs, etc
 - OHS issues
 - Implications of space not being provided
 - Risk mitigation

Section 4 – Identified Solutions

Detail preferred locations together with the advantages and disadvantages of any specific solutions that have been identified. If any solution impacts on space currently occupied by another organizational unit, details must be provided.

Note - Whilst not essential, identification of preferred general location or specific solutions will assist the Committee.

Section 5 – Costs and Funding

- a) Provide details of any budget estimates (including furniture, equipment, fees etc) for any preferred solutions identified in section 4.

- b) A proposed funding source must be identified however; approval of a space allocation request will not be made on the basis of funds availability.
- c) Include details of impact on re-current costs (including indirect costs). Where applicable include details of any consequential reduction in backlog maintenance liability.

Section 6 – Timing

- a) Note the preferred timing and implications of not meeting this timing.
- b) State whether the space requirement is temporary or continuing.

Section 7 – Submission Approval

This form has been approved for submission to the Space Management Committee by:

Name: -----(Space Manager)

Signed: -----

Date: -----