



SPACE REQUEST FORM

At CU Denver, Space Management (SM) is dedicated to optimizing space to support collaboration and enhance the campus experience. The team provides space design expertise, manages the space request process, and maintains floor plan and space occupancy information.

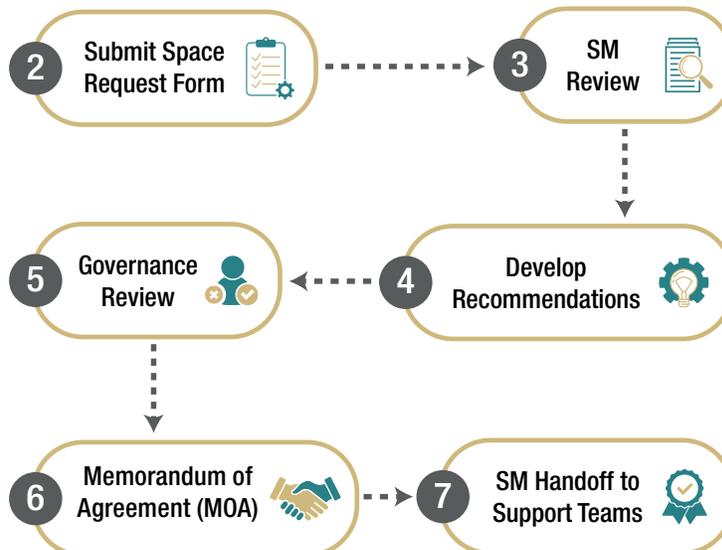
All CU Denver space is managed by the Office of the Chancellor. Space is not owned by the units that occupy it. It is assigned to the units for their use. Space may be re-assigned or re-distributed only as stipulated in the [Workplace Guidelines](#), which outline the space request and space assignment processes. While we aim to accommodate all requests, approval will depend on resource availability and how the request aligns with the workplace guidelines.

Once you have completed the tasks identified below as the first step in the process, fill out all sections of this form. The SM team will review your request and reach out if more information is required. For more information, visit the [Space Requests website](#) or email SpaceManagement@ucdenver.edu.

SPACE REQUEST PROCESS



COMPLETE STEPS ABOVE BEFORE SUBMITTING A SPACE REQUEST



KEY INFORMATION

Request Date:

MM/DD/YY

Requester Info:

First Name

Last Name

Email

Phone

Department / Unit Name:

Others to include in communication:

First Name

Last Name

Email

Phone

First Name

Last Name

Email

Phone

Leadership Approver:

Dean:

For Schools & Colleges

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units

SPACE REQUEST DETAILS

Briefly describe the space needs you are trying to accommodate.

Why does the space currently allotted to your unit not accommodate your needs and what other options have you explored?

Have you identified space(s) on campus that will meet your needs? If so, please provide a summary of the space or spaces.

Please summarize your needs by space type and quantity
Example: 2 offices, 3 workstations, 1 reception, 1 kitchen, 2 conference rooms that can hold ## people.

What is/are the primary function(s) occurring in the space?
Example: academic, administration, research

What are general patterns and frequency of use do you anticipate?

Are there any time constraints related to this request that we need to be aware of?

Is this an auxiliary or externally funded (grants, research) operation?

Do you have funding for related expenses for the following services needed for this space request: relocation, renovation, new furniture, moving, leasing, furniture and technology disposal, and other services

Are there any special considerations that we should be aware of? Examples are security concerns, need for special equipment, heating and cooling, electrical needs, or naming spaces to recognize a donor or sponsor.

Any additional information?

TERMS & CONDITIONS

After a space is assigned, please provide ample time for various teams to assist to ensure a smooth transition. To request a move, fill out the move request packet with the Transition Management team as soon as possible. See Step 2 in the form for lead times which depends on volume and staff size. Within this time-frame, other services will need to be scheduled including OIT technology set up, furniture disposals, and technology disposals.

All spaces must adhere to the values, principles, and assignment standards outlined in the [Workplace Guidelines](#) provided by Space Management that are designed to promote fair and equitable use of space across campus.

- Any changes in the use of the assigned space that involve altering the intended function (e.g., converting common areas into offices or storage) require prior approval through the Space Management team.
- No employee shall be assigned multiple dedicated workspaces. Any exceptions must receive approval from the Chancellor.
- The requestor is responsible for both removal of prior occupant signage and installation of new signage in accordance with the CU Denver Signage Standards.
- The requestor receives new spaces as-is.
- All expenses related to the space assignment are the responsibility of the requesting Unit. This includes relocation, renovation, signage, furniture disposal, cleaning, etc. The requestor is responsible for these expenses for any existing tenants that are relocated to accommodate this space request.

Space is assigned to Units on a temporary, as-needed basis. The Unit acknowledges that this space assignment may be subject to reassignment based on one or more of the following conditions:

- If the space is no longer being utilized for the specific purpose for which it was originally assigned.
- If the space is under-utilized - either by assessing hours of usage compared to hours available for use or by analyzing space occupancy relative to total assigned square footage.
- If the activities in the space do not represent the highest and best use of the space. For example, using a prominent, exterior-facing room for storage.

SIGNATURES

All parties hereby agree with the content of this document, and also agree and understand that this electronic signature is equivalent to manual/handwritten signatures on the form.

Requester:

Date

Dean:

For Schools & Colleges

Date

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units

Date