

# College of Engineering New Space Request Form



Date:	
Requester:	Unit:
E-mail Address:	Phone Number:
Why are you requesting new space?	
How will this new space be used, if allocated?	
How will this space improve your unit's performance?	
What are the benefits to the College of Engineering that would follow from this allocation of space (new research funding, satisfy grant-related commitments, support additional personnel (number and rank))	
What type of space are you requesting? (Research Lab, Instruction Lab, Office, other?)	What is the approximate square footage of space you are requesting?
Are you requesting a specific space?	If you are requesting a specific space, list building and room number.
What specific features are needed in this new space? (electric, fume hood, water, exhaust, cooling, etc.).	Will this space require renovations? If yes, from where will renovations funds be paid?

What is the requested date of occupancy?	What is the duration of occupancy?
What steps have been taken to re-allocate and/or share space within your unit to accommodate this space request? Why were these steps unsuccessful?	

Submit completed form to Monica Mehanna: [monica.mehanna@uky.edu](mailto:monica.mehanna@uky.edu).