

**REQUEST FOR CHANGE IN SPACE ALLOCATION  
SAN JOSÉ STATE UNIVERSITY**

**To be forwarded by the President or Vice President in charge of the area requesting space to: Space Manager - zip 0010**

**Unit requesting change:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Ext. Zip:** \_\_\_\_\_

**REQUESTED SPACE:**

Please provide the following information:

- A. What functions or staff are not accommodated?
- B. In what way is the space now assigned (if any) for those functions or staff inadequate?
- C. What space requirements are there for the new space? (e.g. location, visibility, access, adjacencies?)
- D. What amount of increased FTEs will the space generate?
- E. Must the additional space be on campus?
- F. What is the funding source and budget to renovate or restructure the space requested?

**PRESENT USE OF SPACE:**

1. Attach a copy of the most recent space database printout, or identify room numbers you presently use for your program, for your area.

- A) Review the space "use" column and note any changes.
- B) Highlight the rooms that are being impacted by your request for space.
- C) On a separate sheet, list each impacted room and provide the following information.

1. Room Number

2. Occupant(s) of the room and job category (for space allocation purposes)

- a) Administrative Head (e.g. director, program coordinator, supervisor)
- b) Professional Administration (e.g. analyst, counselor, special assistant)
- c) Administrative support (e.g. administrative specialist)
- d) Student Assistant
- e) Other

3. Special equipment or functions other than those implied by the standard space needed by employees listed above (e.g. student work stations, greater-than-normal need for storage space, waiting areas for students, conference rooms)

Signature of dean or manager: \_\_\_\_\_  
*(signature of manager having space management responsibilities indicates accuracy of information and concurrence with request)*

Signature of President or Vice President: \_\_\_\_\_

- Forwarded without comment - Space Allocation Management Committee please review and recommend.
- Comments attached.