



Space Impact Request

Facilities and Safety Services

STEP 1: TO BE COMPLETED BY REQUESTOR

Date:	
Requestor:	Requestor Dept:
Phone:	Email:
Supervisor's Signature:	

Reason for Request (please provide details e.g. type of equipment (model #), electric, plumbing or ventilation required, etc.)

Project Budget:

Please return completed form to: safetyservices@floridapoly.edu

STEP 2: TO BE COMPLETED BY REVIEWER

RESULT OF REVIEW

Code Reviewer:	Date:	Approved:
Remarks:		

Facilities Reviewer:	Date:	Approved:
Remarks:		

Estimated Cost:

Request Granted: _____ **Request Denied:** _____

STEP 3: TO BE COMPLETED BY APPROVER

SIGNATURES BELOW ARE REQUIRED PRIOR TO MOVING FORWARD WITH THE SPACE IMPACT

Source of Funds (Chartfield):	
Dept Head/Chair (please print)	Phone:
Signature:	Date:
Vice President (please print)	Phone:
Signature:	Date:

SPACE IMPACT REQUEST FORM

INSTRUCTIONS

The goal here is to indicate overall, long-term implications of a project, especially those regarding three main issues:

- (1) Will it change the inventory classifications of rooms (e.g. classrooms to offices or teaching labs to research labs)?
- (2) Will it change the numbers of rooms by dividing individual rooms into separate ones or by combining rooms?
- (3) Will it alter the “budget entity” that is using any of the spaces involved (for example, from E&G to C&G or AUX)?

Technical details will become relevant later, when and if the project is implemented (e.g. air conditioning, lighting, electrical wiring, etc.). By contrast, what should be outlined now is only enough information to clarify the project and allow a determination of answers to questions like those mentioned.

Requester is to complete Step 1 of the Form and email the completed form to their immediate supervisor. After approval by supervisor please submit the completed and signed form to safetyservices@floridapoly.edu. Step 2 will be conducted by Code Reviewer and Facilities Reviewer for compliance and constructability. Once reviewed the Form will be sent back to the Requester to complete Step 3.

Once all signatures and information identified in Step 3 are obtained, please submit the completed Space Impact Form to: safetyservices@floridapoly.edu.