UNIVERSITY OF DELAWARE
Office of the University Architect

SPACE REQUEST FORM

This form is designed to give us basic information in helping us to evaluate your request for space at the University of Delaware.

Once you have filled in the form, please press the submit button and your request will be routed to the University Architect's Office for review prior to submission to the Space Committee.

Date:	
College, Department, or Program	
Contact Name:	
Contact Phone:	
Contact Email:	

Approvals

Program/Department Director/Chair	
Dean/Vice President	

Provide description of the space you require and a brief justification for the space allocation:

Square footage (if unknown, please identify how many offices, cubes, etc.):	
Date space is needed:	
Desired location:	
Funding Source:	

If you have any questions please feel free to contact us:

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