



Yavapai College – Request for Room Rearrangement or Allocation of Indoor Space

Space Allocation Guidelines:

All requests for the allocation of space must adhere to the “Yavapai College – Space Utilization Guidelines”. Please see Moving Flow Chart for more information related to space allocation.

MOVING & FURNITURE REQUEST FLOW CHART ATTACHED TO EMAIL

- Level 1:** No remodeling required
- Level 2:** Facility requires facelift: paint, carpet, whiteboards, etc.
- Level 3:** Facility needs furniture and special equipment, as well as items in 2 above
- Level 4:** Facility needs significant modifications: demolition, new walls, heating & cooling upgrades, electrical & fire alarm alterations, IT improvements, etc., as well as items in 2 & 3 above
- Level 5:** Facility needs sophisticated improvements: explosion proof wiring, fume hoods, specialized laboratory ventilation, equipment, laboratory casework, acid-resistant plumbing, humidity control, etc., as well as items in 2, 3, & 4 above
- Level 6:** Facility needs immediate renovation relating to Life Safety

Part I: Requester Information

Name:	<input type="text"/>	Department:	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	E-Mail:	<input type="text"/>	Location:	<input type="text"/>

Current Space: Call Facilities Management 928-776-2180 or email facility@yc.edu to obtain a copy of the Department’s current space assignment and/or campus facility floor plans.

Part II: Space Request or Furniture Rearrangement

- Projected Number of Occupants:
Faculty Staff Students Non-College Personnel
- List time frame for occupancy From: To:
- Identify source of funds & projected budget numbers to support this request including all remodeling costs, furniture/ equipment acquisitions, etc. (capital, grants, department funds):

Part III: Required Endorsement

Upon review of this request for allocation of space, I certify that this request supports the vision, goals, and mission of the Department/Unit or the College/Division.

- Name of Division Dean/Director: Date:
Signature of Division Dean/Director:
Priority relative to other Department/Unit space assignments – current & anticipated: High>> 1 2 3 4 5 <<Low
- Name of Facilities Director: Date:
Signature of Facilities Director:
Priority relative to other Department/Unit space assignments – current & anticipated: High>> 1 2 3 4 5 <<Low

Vice President Signature NOT required for Level 3 or below.

- Name of Vice President: Date:
Signature of Facilities Director:

Yavapai College – Room Rearrangement / Allocation of Space

Proposal: When completing the request for space, assume that the readers do not have an in-depth knowledge of the requester’s field. All requests for space must adhere to the “Yavapai College – Space Utilization Guidelines”.

- I. Space Use Summary: Include a complete list of all the requested spaces involved along with an in-depth explanation of the intended use for the spaces. List any requirements of requested space such as locations, access, equipment, adjacencies. Indicate on floor plan(s) proposed areas affected by this request. (We will provide for a floorplan at your request.)



- II. Justification: Describe the anticipated cost of the items listed below. Please use this space to request a bid from Facilities.



- III. Vacation of Space: Identify all spaces vacated by this request. Provide a proposed timeline for the release of currently occupied space.

