

UVA Medical Center Space Request Form

Complete the highlighted fields below and return to Michael Payne at MPAYNE@virginia.edu in Facilities Planning & Capital Development

Date:

1. Contact Information

Requestor Name	
Requestor Title	
Requestor Email	
Requestor Phone	
Department Name	
Department ID Number	
Service Line Chief	

2. Responsibility For Costs

Plan Sequence Number or Work Tag Number	
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Unless covered by a larger capital project, it is the responsibility of the requester to cover all costs associated with space assignment and supporting relocation(s) including, but not necessarily limited to, renovations, permits, equipment, planning and design, signage, equipment, furniture, etc.. The requester is also responsible for ongoing costs associated with utilities, rent, maintenance, etc. as applicable.

3. Space Request General Information

What organization does the function seeking space belong to? (MC, GME, SOM, SON, UVA, Foundation, etc.)	
Describe your needs including type of space (shared, vs. private, clinical, clerical, research, storage, conference, training, etc.) including number of rooms of each type requested.	
Describe your preferred geographic location (proximity to defined area, shared/private, etc.) -or- identify rooms (Building, Room Number(s)) you have specifically in mind	
If desired space presently assigned to another operations team, to whom is that space assigned? (Dept. Name, Contact Name, Phone Number, Email Address)	
Must new space assignment be contiguous to existing space?	
Provide justification for additional space including metrics or business plan where applicable.	
Will space be relinquished back to inventory for reassignment as a result of this space request?	
By when is the space needed?	

4. Space Need Details

How many people does this space need to accommodate?	
How many private offices? (Name, Job Title)	
How many shared offices? (Name, Job Title)	
How many are existing FTEs/Where do they work now?	
How many are new FTEs/When will they start?	
Are staff working remotely, onsite or observing a hybrid model?	
Is conference, teaching or meeting space needed?	
Is private breakroom space needed?	
Provide list of current space holdings (Building, Room #, Function)	
List all equipment that will be needed in the new space and notate any that require emergency power.	
Notes/Comments/Additional Information	

Outside of people, space is the Health System's greatest asset. Space is limited with many competing interests. Before you grow your team, add a new program or buy a new piece of equipment, please consider reaching out to Facilities Planning & Capital Development to make certain the space is available or that it suits the planned usage. We are here to help and welcome an opportunity to become involved in space discussions as early as possible.