

## Space Programming and Cost Outline Request Form

### Form RPM-2b

The purpose of this form is to establish a process by which a department can formally request space configuration modifications adhering to the Space Configuration Management Policy 7211 established by the University Space Planning and Management Committee and approved September 13, 2003.

<b>Section I</b>	<p><b>Requestor (OSM) Information:</b></p> <p><i>Name:</i> _____ <i>Title:</i> _____</p> <p><i>Department:</i> _____ <i>Building:</i> _____</p> <p style="text-align: right;"><i>Extension:</i> _____ <i>Facsimile:</i> _____</p>
<b>Section II</b>	<p><b>Modification Requirements: (i.e. wiring, lighting, structural changes etc.)</b></p>          
<b>Section III</b>	<p><b>Estimated Cost Break Down:</b></p>          

\_\_\_\_\_  
 Operational Space Manager's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean's Signature (If Applicable)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Vice President's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Real Property Manager's Signature

\_\_\_\_\_  
 Date

<p style="text-align: center;"><b>FOR OFFICE USE ONLY</b></p> <p>Space Planning and Management Committee</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p>
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