



Request No: \_\_\_\_\_

**SPACE REQUIREMENT, UTILIZATION, AND DESIGN CONCEPT & SPECIFICATION**

<b>Name of End-User:</b>		<b>Date:</b>	
<b>Department/Office:</b>		<b>Position/Designation:</b>	
<b>Title of the Project:</b>		<b>Proposed Location:</b> _____	
		<b>Location conforms to University's LUDIP?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Project Information</b>			
<b>This request reflects a need for:</b>	<input type="checkbox"/> Change in the use of existing space <input type="checkbox"/> Allocation of additional space		
<b>Project Type:</b>	<input type="checkbox"/> New <input type="checkbox"/> Extension <input type="checkbox"/> Renovation/Repair		
<b>Facility Type:</b>	<input type="checkbox"/> Academic <input type="checkbox"/> Administrative <input type="checkbox"/> Sports/Recreational <input type="checkbox"/> Others, Please specify _____		

<b>Project Driver:</b>	<i>Please check all that applies.</i> <input type="checkbox"/> Research Grant <input type="checkbox"/> New Curricular Program <input type="checkbox"/> Work environment needs improvement <input type="checkbox"/> Inadequate space to accommodate current program <input type="checkbox"/> Others, Please specify _____
<b>Project Rationale and Stakeholders:</b>	<i>Describe how this change will align to the University's VMGO and strategic plans. Describe who and how many will benefit by implementing this change? What considerations will need to be made?</i>



Space Requirement and Utilization		
Number of Storey:	Total No. of Rooms Required:	Floor Area per storey: _____ sqm
Room/ Facility Type	Area (sqm)	Utilization/Justification
Sketches, Design Plans, or Additional information		
Please coordinate with the Office of Planning and Development for more information.		
<b>Received by:</b>	<i>Signature over Printed Name &amp; Date</i>	<b>Reviewed by:</b>
<b>Evaluated by:</b>	<i>Signature over Printed Name &amp; Date</i>	<input type="checkbox"/> Actions Taken on the Request: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected, reason: _____ _____ _____ _____
<b>Approved By:</b>	Director, OPD	