



# Request for New Space

(For a new office, new employee, and additional space needs)

**Date:**

**Department Requesting Space:**

**Contact Person:**

**Phone:**

**Name of Employee assigned to new space:**

**Please explain in detail why you are requesting a new space and how your current assigned space is inadequate: (Please provide the name of the new occupant, if applicable.)**

**Will you need any accommodations for this new space? (e.g. location, visibility, access, etc.)**

**Is there a funding source or budget available to renovate or restructure the new space being requested**

**Signature of your area Director/  
Manager/Chair/ Program Coordinator:**

**Date**

**Signature of your Division Head or  
area Dean:**

**Date**

**CEO/ADCO**

**Approved**

**Denied**

**Date**

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## Information Technology

**Date IT will set up/relocate the employee's equipment:**

**Please Submit Requests to: [GW-Operations@gwcc.commnet.edu](mailto:GW-Operations@gwcc.commnet.edu)**