



REQUEST TO RELEASE SPACE

This Request to Release Space provides Planning Design & Construction (PD&C) with the information necessary to document and process the release of space by a college/department/unit. **Space will be listed as available by Space Planning & Management.**

Completed request should be forwarded to pdc-space@email.arizona.edu with appropriate signatures. If you have questions, please contact PD&C at pdc-space@email.arizona.edu or 621-3850.

***Space will only be released/vacated when a new user who will incur the cost in RCM has been identified and approved by Senior Administration.**

Submitted By:

College/Department/Unit:		Date:
Requesting Person:	Email:	Phone:
Contact Person (if different from above):	Email:	Phone:
Campus Address:		
Mailing Address:		

Reason for request and justification: e.g., termination of program, no longer need space (separate attachment can be included with submittal).

Space to be Released or Vacated*

Building(s)	Room(s)	Current Use	Release Date

Please identify unit(s) [if any] interested in space being vacated and attach space request:

Signature Approval - Required for further evaluation PRIOR to Senior Administration approval

Name & Signature of Director/Department Head:
Name & Signature of Dean:
Name & Signature of Applicable SVP:

For PD&C use only - Please do not write in this box

Space Planning & Management Review

Reviewed By:	Review Date:
Review Notes:	

Senior Administration Approval

Senior Vice President, Business Affairs and CFO:
Senior Vice President, Academic Affairs and Provost: