

Requestor Name	<input type="text"/>	SRRF #	To be filled out by Space Management
Contact Name (if different than Requestor)	<input type="text"/>	Date Submitted	<input type="text"/>
Contact Email	<input type="text"/>	College, School, Dept, Research Center, Office, Program or Workshop	<input type="text"/>
Contact Phone	<input type="text"/>		

Location Information for Request

Campus	<input type="text"/>	Building	<input type="text"/>
Floor(s)	<input type="text"/>	Room(s)	<input type="text"/>
Is this:	Interior	Exterior	Both

This Request Is For: (Check All That Apply)	Request to Acquire New/Additional Space	Off-campus Real Estate Leasing
	Changes/Reassignment of Space	Project-level Renovations
	Space Transfer Between Units	Other

Please Describe the Extent and Details of the Request Including

- Specific Space Requirements
- Pertinent Dates
- Number of People Affected
- Steps Taken So Far to Resolve Need or Issue
- How Request Supports [University Strategic Plan](#):
Contribution, Needs, Scope, Budget, Funding, Timeline, Impact to Operations

Financial Impact if Work Not Performed:	<input type="text"/>
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<p>Is Funding Available to Support This Request?</p> <p>Yes No</p>	<p>If Yes, Provide:</p> <p>Fund <input type="text"/></p> <p>Org <input type="text"/></p>	<p>What type of <u>major fund group</u> will funds come from?</p> <input type="text"/> <p>Does this pertain to grant-funded research?</p> <p>Yes No</p> <p>Is this revenue-generating?</p> <p>Yes No</p>
<p>Funding Comments</p>		

APPROVAL

While any individual within a unit may originate a request, the requestor must receive signed approval from the Dean/Senior Vice President/Executive Vice President of their respective unit before submitting this form.

Dean/SVP/
EVP

Signature

Printed Name

Date

KEY HIGHLIGHTS

- All requests for new/additional space must be submitted via the Drexel University Space and Renovation Request Form (SRRF).
- Requests will NOT be acknowledged if submitted in a format other than the SRRF.
- All changes of space within the Main Building must be submitted via the SRRF.
- All changes/reassignment of space above the 2,000 SF/\$25,000 threshold must be submitted via the SRRF.
- Improvements to existing space that require multiple trades (e.g., carpenters and electricians), have a total dollar value over \$25,000, involve systems furniture installation, affect code requirements, and/or require professional design services are considered project-level renovations.
- The University establishes an annual budget for capital projects, and only proposals using designated funds can be considered outside this annual funding cap.

PROCESS

- Please submit a completed and signed SRRF along with any supporting documentation (including photographs) by the first of the month to space@drexel.edu.
- The Request Contact will be notified if the SRRF is missing required information or if any clarification is needed.
- The Space Allocation Committee (SAC) will review and vet the SRRF at the next scheduled meeting and make a recommendation to the Capital Asset Allocation Committee (CAAC) for action.
- If the SRRF is approved by CAAC, the request will be prioritized pending project management availability and the transfer of funds.
- A CAAC approved SRRF, regardless of funding sources, requires approval from the Office of the Executive Vice President, Treasurer, and Chief Operating Officer.
- For more information regarding the Space Allocation and Renovation Policy and associated procedure, go to: <https://drexel.edu/facilities/design/space-management/space-allocation-renovation-policy/>