



Drexel University Space Request and Renovation Form

Completed & signed SRRF Forms are due by the first of the month

For more information on the space policy click [here](#)

SRRF#

Date Received

(To Be Filled By Space Management)

Requester Name

Date Submitted

Contact Name For Request

Contact Phone

Contact Email

College/ Department

Location Information For Space Request

Campus

Building

Floor

Room

This Request Is For

(Check All That Apply)

- Renovation of Existing Space
- Lease Renewal
- Additional Space for Program
- Feasibility Study
- Vacating/Transfer Space
- Other

Please Describe the Extent and Details of the Request Including

- Intended Purpose of Request
- Specific Space Requirements
- Pertinent Dates
- How Request Supports University Strategic Initiatives
- Intended Number of Occupants

Is Funding Available To Support This Request?

Yes No

Funding Comments

If Yes, Provide Fund & Org

Fund

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Org

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APPROVAL PROCESS

While any individual within a unit may originate a request, the requester must receive signed approval from the Dean/SVP/EVP of their respective unit before submitting this form.

Dean/SVP/
EVP

Signature

Printed Name

Date

SUBMISSION PROCESS

- Please submit all completed & signed requests with any supporting documents to space@drexel.edu
- To electronically submit the form to Space Management click
- All changes/reassignments of space involving 2,000 square feet or more and/or a project cost of \$25,000 or more – and all requests involving the Main Building, regardless of scope – must be requested via this form. 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 and are subject to this policy, including SAC and CAAC review.
- Completed & signed SRRF Forms are due by the first of the month in order to be reviewed at the next scheduled Space Allocation Committee (SAC) meeting

NEXT STEPS

- Space Management will notify the listed project contact if the submitted form is missing required information or if any clarification is needed
- Per the Space Allocation and Renovation Policy, completed and signed requests will first be evaluated by the Space Allocation Committee and then, if applicable and recommended by the Space Allocation Committee, shall be referred to the Capital Asset Allocation Committee for review and/or approval
- For more information regarding the Space Allocation and Renovation Policy and associated procedures, go to: <http://drexel.edu/rcm/resources/overview/space-allocation-renovation-policy/>