

UHPLANNING
Space Allocation and Modification Request Form

Date _____
 Request # _____



UNIVERSITY
 of HAWAII®
 MĀNOA

A. Requestor

Department/Unit _____ College/School _____

B. Request summary

Brief explanation of need _____

Duration	Immediate surge (0-3 Years)	Temporary (3-5 Years)	Permanent (5+ Years)
Expected start date	Expected end date (if applicable)		

C. Type and quantity

Qty.	Type	Note	Requestor note
	Classroom(s)	Provide desired capacity	
	Teaching Lab(s)	Provide desired capacity	
	Research Lab(s)	Provide type of research	
	Office(s)	Submit organizational chart	
	Office Service	Copy, print, file, mail, etc.	
	Conference Room	Provide desired seats	
	Other		

D. Details

Attach a detailed narrative including the following items.

Description	Detailed description of the request including who will be using the space and any special requirements.
Strategic Plan	Describe how request is aligned with campus, university and departmental strategic plans.
Location	Indicate specific locations to be considered.
Adjacency	Explain desired adjacencies to existing or new programs, buildings or functions.
Options Explored	Describe alternate options explored both internal and external to unit, and demonstrate maximum utilization of existing space allocation.
Schedule	Describe issues with potential schedule such as need to relocate during breaks or grant requirements, etc.
Funding	Provide budget information for requests involving relocations, renovations, etc. Available funds, source of funds, justification and expectation to purchase related
Other	Any additional relevant information to support the request

E. Scope Checklist

Indicate possible scope of work items for requests that include renovations or modifications.

Professional Services

- Design services – Facilities
- Design services – Consultant
- Project management
- Hazmat / Asbestos
- Accessibility (ADA)
- _____

Exterior Site

- Utilities
- Grading & drainage
- Landscaping / Irrigation
- Lighting
- Walkways
- Accessibility (ADA)

Building Structure

- Foundation
- Floor
- Ceiling / Roof

Building Envelope

- Exterior walls
- Doors / Closers
- Windows
- Roofing

Vertical Transportation

- Elevator
- Stair
- Ramp

Interior Construction

- Partitions
- Ceilings
- Doors
- Windows
- Hardware
- Locks
- Cabinets / Countertops

Interior Finishes

- Paint / Stain & Varnish
- Wall coverings
- Floor coverings
- Ceiling finishes

Specialties

- White boards
- Bulletin boards
- Projection screens
- Signage / Door numbers
- Keys / Access cards
- _____
- _____

Furniture, Fixtures & Equipment

- Movers
- Furniture
- Equipment
- _____
- _____

Plumbing

- Lavatory fixtures
- Sink
- Fire sprinkler system
- Eye wash
- Heating convactor
- _____

HVAC

- Air conditioning
- Thermostat / sensors
- Air / water balancing
- _____

Electrical

- Lighting
- Power (outlets)
- Exit sign / emergency lighting
- Smoke detection & alarm

Communications

- Voice
- Data
- Wireless
- CCTV / CATV

F. Approvals

Department/Unit Head (Print)	Signature	Date
Dean or Vice Chancellor (Print)	Signature	Date
Department Contact (Print)	Email	Phone

Print, sign, scan and email this form to planning@hawaii.edu