

**Instructions:**

- The purpose of this questionnaire is to gather information that explains and supports requests for new space on Yale’s central campus.
- This information will provide the basis for the Provost’s Space Planning Advisory Committee (“SPACE”) to advise the Provost on how best to accommodate the department/program’s space needs.
- The request should be signed by the cognizant Dean or Vice President, who will be invited to meet with the committee for presentation of the space request.
- Please send the completed questionnaire to [Lloyd Suttle](#) in the Provost’s Office.

Space Request Questionnaire	
<b>1. Department/Program submitting the request</b>	
<b>2. Why does the department/program need additional space (e.g., new program; growth of current programs, faculty, or staff; consolidation or relocation of programs; swing space; other)?</b>	
<b>3. If new or additional space is assigned to the department/program, will it be vacating any of your current space? If so, please describe.</b>	
<b>4. If additional space is not available, how will the department/program adapt its programs or use its current space to accommodate the needs described above?</b>	
<b>5. How does this request support the department/program’s strategic goals? Please provide any associated strategic planning documents.</b>	
<b>6. Please provide baseline data on the number of current faculty and staff and the amount and use of current space. If any of the staff work hybrid schedules (that is, in the office some days and remote other days) or work fully remotely, please explain.</b>	
<b>7. How much and what kind of additional space is the department/program requesting? Please provide as much detail as possible.</b>	
a. Private offices	
b. Shared offices	
c. Workstations	
d. Meeting rooms/collaboration space	
e. Teaching spaces	
i. Classrooms	
ii. Laboratories	
iii. Other	
f. Social/gathering spaces	
g. Storage space	
h. Other (please explain)	

**8. Are there any unique accessibility needs of the department/program's space?**

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**9. Will any of the additional space be used for sponsored projects? If so, please provide details.**

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**10. Are there any special requirements that SPACe should take into consideration, such as location, proximities, hours of operation, or characteristics of the space the department/program is requesting?**

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**11. Please provide any additional information that SPACe should consider in support of the department/program's request.**

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**Dean/Vice President Approval**

- By signing below, I affirm to the best of my knowledge that the information contained in this form is true, accurate, and complete.
- I further affirm that I agree with and support the request for space.
- I also agree to attend, if invited to do so, a meeting with SPACe to present and review the request for space.

<b>Signature of cognizant Dean/Vice President:</b>		<b>Date:</b>	
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