For people requesting a space in CERC:

1) CERC Space Request Form

2) Supporting documents:
   a. A floor plan proposal
   b. A letter of support from department head
   c. A justification letter (ex. why do you need a space at CERC)
   d. A copy of the RIF form
   e. A copy of Equipment Decommissioning plan
CERC Space Request Form

Title:
Requester: Department:
Request Date: Effective Date:
Duration: months or indefinite

Requester Urgency:
Faculty Recruitment: Y / N

Estimated floor space: m² or Sq. ft.
Location: CERC ______

Special Requirements:
Special Safety Considerations:
Sharing Possible: Y / N Compatibility:

Major Users:
Minor Users:

Expansion: Y / N If No, could vacate ___% (____ m²) in CERC #

Proposal:

Usage Intensity:
1. HQP: daily, weekly, monthly, annually
2. Equipment:
3. Is the equipment, a) already at UBC, b) ordered or c) funded?

Supporting Documents: please attach with the form.

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1 Earliest date the space will actually be needed.
2 Please evaluate this yourself, include circumstances to justify.
3 The space is required for a new faculty hire, please include any details currently available.
4 List any special requirements, such as high current power, cooling water, special venting, fume hood, wet bench, sinks, high head, low vibration, blackout, cleanliness, magnetic fields
5 Please list any special safety considerations that may affect space allocation.
6 Can this request be accommodated in shared space?
7 If sharing is possible are there compatibility considerations?
8 Aside from requester, restrict this list to those who will use the space on a near continuous basis.
9 List the occasional users of the proposed facilities.
10 Yes means you want more space, N means you will vacate some space that you currently occupy.
11 One paragraph summary of the proposed space usage including what will be done, how and why.
12 Number of highly qualified personnel that will use the proposed space.
13 List of major equipment to be housed in proposed space.
14 Please indicate Equipment Decommissioning plan
15 1 page floor plan of proposal, 1 page letter of support from department head, 1 page of justification letter (why do you need a space at CERC?), a copy of the RIF form, Equipment Decommissioning plan