

**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<sup>1</sup>:**

**Duration:** months or indefinite

**Requester Urgency<sup>2</sup>:**

**Faculty Recruitment<sup>3</sup>:** Y / N

**Estimated floor space:** m<sup>2</sup> or Sq. ft.

**Location:** CERC \_\_\_\_\_

**Special Requirements<sup>4</sup>:**

**Special Safety Considerations<sup>5</sup>:**

**Sharing Possible<sup>6</sup>:** Y / N **Compatibility<sup>7</sup>:**

**Major Users<sup>8</sup>:**

**Minor Users<sup>9</sup>:**

**Expansion<sup>10</sup>:** Y / N If No, could vacate \_\_\_\_% (\_\_\_\_ m<sup>2</sup>) in CERC # \_\_\_\_\_

**Proposal<sup>11</sup>:**

**Usage Intensity:**

1. HQP<sup>12</sup>: daily, weekly, monthly, annually
2. Equipment<sup>13</sup>:
3. Is the equipment, a) already at UBC, b) ordered or c) funded?<sup>14</sup>

**Supporting Documents<sup>15</sup>:** please attach with the form.

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<sup>1</sup> Earliest date the space will actually be needed.

<sup>2</sup> Please evaluate this yourself, include circumstances to justify.

<sup>3</sup> The space is required for a new faculty hire, please include any details currently available.

<sup>4</sup> 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

<sup>5</sup> Please list any special safety considerations that may affect space allocation.

<sup>6</sup> Can this request be accommodated in shared space?

<sup>7</sup> If sharing is possible are there compatibility considerations?

<sup>8</sup> Aside from requester, restrict this list to those who will use the space on a near continuous basis.

<sup>9</sup> List the occasional users of the proposed facilities.

<sup>10</sup> Yes means you want more space, N means you will vacate some space that you currently occupy.

<sup>11</sup> One paragraph summary of the proposed space usage including what will be done, how and why.

<sup>12</sup> Number of highly qualified personnel that will use the proposed space.

<sup>13</sup> List of major equipment to be housed in proposed space.

<sup>14</sup> Please indicate Equipment Decommissioning plan

<sup>15</sup> 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