



Texas Tech University Addition of Space Approval Form

Customer Information	
College/Department	
Requestor Name	
Requestor Title	
Requestor Email	
Requestor Phone Number	
Project Number:	
<i>Project Number Assigned By: FP&C, Engineering Services, or Building Maintenance & Construction</i>	

Step 1 – Strategic Justification
Provide a brief description of how the project will align with Texas Tech Universities Strategic Objectives, benefit the College/Department, and/or resolve current space limitations.



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Step 2 - Space Overview

Addition Type	New Construction Lease Donated Facilities Other
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Will the space be considered E&G?	Yes	No
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Estimated GSF	
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Estimated ASF	
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If the space is not considered E&G then provide a description of the space below and continue to Step 4 - Funding.

Space Description (Housing, Hospitality, Athletics, Etc.)

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Step 3 – Space Details (Education & General)

Check all that apply and include a brief description of the space.

Teaching Space			Yes	No
Description				
Will (110) Classrooms be included?			Yes	No
Will (210) Class Laboratories be included?			Yes	No
Library Space			Yes	No
Description				
Research Space			Yes	No
Description				
Office Space			Yes	No
Description				
Support Space			Yes	No
Description				
Other/Infrastructure			Yes	No
Description				



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Step 4 - Funding

New Construction

Construction Funding Source

O&M Funding Responsibility

O&M Funding Terms

Lease

Lease Funding Responsibility

Lease Funding Terms

**Utilities Funding
Responsibility**

Utilities Funding Terms

Other Funding Responsibility

Other Funding Terms

Donated Facilities

Initial Renovation Funding

O&M Funding Responsibility

O&M Funding Terms

Other

Initial Renovation Funding

O&M Funding Responsibility

O&M Funding Terms



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Step 5 - Approval Routing

Dean/Department Head	
Name	Approve
Title	Yes No
Signature	Date

Space Allocation Committee	
Name	Approve
Title	Yes No
Signature	Date

Chief Financial Officer	
Name	Approve
Title	Yes No
Signature	Date

Provost	
Name	Approve
Title	Yes No
Signature	Date

President	
Name	Approve
Title	Yes No
Signature	Date