

Real Estate Services Request

Division of Administration and Finance

Planning + Design + Construction

PO Box 210186

Cincinnati, Ohio 45221-0186



Date	<input type="text"/>	Original Request	<input type="checkbox"/>	Revised Request	<input type="checkbox"/>
College/Department	<input type="text"/>	Project #:	<input type="text"/>		
Project Client	<input type="text"/>	Preparer Name:	<input type="text"/>		

REQUEST FOR SPACE

Existing Building Location:	<input type="text"/>	Floor:	<input type="text"/>	Rooms:	<input type="text"/>
Existing Use:	<input type="text"/>	Proposed Use:	<input type="text"/>		
Existing Square Footage:	<input type="text"/>	Proposed Square Footage:	<input type="text"/>		
Relocation:	Temporary	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	
	Temp. Location	<input type="text"/>	How Long?	<input type="text"/>	
	Perm. Location	<input type="text"/>	How Long/Term?	<input type="text"/>	

TYPE OF SPACE

Office	<input type="checkbox"/>	Lab	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>	Land	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Other	<input type="text"/>

FUNDING SOURCE

Do you have a budget or cost estimate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Budget/Estimate	<input type="text"/>	Source:	State	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	Other	<input type="checkbox"/>
Fund Number	<input type="text"/>	Fund Name:	<input type="text"/>					
Temporary Relocation included in estimate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

SPECIAL NEEDS

<input type="text"/>

APPROVALS

Business Manager	<input type="text"/>	Date	<input type="text"/>
Department Head	<input type="text"/>	Date	<input type="text"/>
Dean	<input type="text"/>	Date	<input type="text"/>
VP/Provost	<input type="text"/>	Date	<input type="text"/>

SUBMIT COMPLETED FORMS TO: Bill Plagge, Planning + Design + Construction, ML 0186. Questions call: 556-2861/556-1933