

NEW YORK STATE PSYCHIATRIC INSTITUTE
SPACE REQUEST FORM

Please provide ALL information requested. Incomplete request will be returned and delay the process. Thank you.

Date of request: _____	Date Needed: _____
Division Head Approval (Print): _____	Division Head Approval (Sign): _____
Name of Requester: _____	Phone (extension): _____
E-mail address: _____	Local Mail Address: _____

Description of Project: _____
Funding of Project: _____
If grant funded, list name of Principal Investigator _____

Space will be used by (add pages if needed):

Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____
Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____
Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____
Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____
Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____
Name: _____	Title: _____	% of Effort: _____	Shared space (Y or N): _____

Amount of space needed: (attach justification)

_____ # Offices
_____ # Clinical Exam Rooms
_____ # Interview Space (# of hours)
_____ # Inpatient/Outpatient Treatment Space
_____ Proximity to Existing Space
_____ Other (Explain Below)

For Exam rooms/Interview rooms:

When will space be used? _____ Days _____ Time (hours)
IRB approval obtained? __yes __no

Other needs:

_____ # Sqft Storage Space
_____ # Sqft Specimen Storage
_____ Laboratory Needs
_____ Special Electrical
_____ Special Network
_____ Special Equipment
_____ Special Security
_____ Other (Explain Below):

Safety Issues: (Do you need any of the following)

_____ Waste Storage/Disposal
_____ Chemical storage
_____ Infectious waste disposal
_____ Radioactive hoods/waste disposal
_____ Other (Explain Below):

Connections:

_____ # phones Funded by: _____

(see over)

_____ # fax lines
_____ # computer lines

Funded by: _____
Funded by: _____

Office Furniture:

_____ # desks
_____ # chairs
_____ # side chairs
_____ # file cabinets

Any specialized needs not considered above? _____

The Space Committee will consider your request and notify you of any decisions made by mail/e-mail. Thank you.