MEMORANDUM

cc: Space Committee Members

Your request for office space within Peterson Hall has been recommended for approval to the President.

Subject: Office Space within Peterson Hall

Date: August 20, 2012

From: James L. Burton, Chair, Space Committee

To: William Gardner, Vice President of Research

Fax: 928.523.4230

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For Finance & Administration
Northern Arizona University
P.O. Box 4088
Flagstaff, AZ 86011-4088
4. Recommendation sent to administration


3. Received by SPUC Chair

I. William Grobe

Routing

- Are Dollars Available? Yes X
- Are Reservations Needed? No X

Research Personnel Needed:

- Faculty (all) X
- Faculty (grant) No
- Students (many) No
- Students (individual) No

If yes, specify:

- Temporary or Permanent: Temporary
- Temporary or Permanent: Permanant
- Temporary or Permanent: Exception to be noted

First day of use: 1/6/12

Location for the Space Described:

- Continuous space
- Building
- Area of campus
- Location of ARD

Features Required:

- No special features
- Other

List the space needed (complete as applicable for requested space)

- Lab station capacity: 2 desks, 3 people
- Seminar Capacity: New seminar hire
- Size of the area:

Request for space reallocation

Space Planning and Space Utilization Committee
A new half-time position is a senior position in the VP office to advise the VP on research program and other relevant factors must accompany this form.

A justification based on the university's strategic priorities, personal needs, projected growth of...