Space Occupancy Questionnaire

This form assists you with considering various aspects relating to your space requirement and helps you to assess if there is an actual need for space or if current provision can be used more effectively.

If, upon completion of this questionnaire, it is confirmed that space is required a Space Application will be submitted for approval at Space Management Group.

Please note that not all available locations will necessarily meet your exact needs, and the condition of some spaces may require considerable refurbishment works.  If this is the case, the cost of any associated works will need to be met from within your Directorate, Faculty, or School.

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| **Requestor Details** | | | |
| Name |  | Role |  |
| Contact Details |  | Date Completed |  |

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| **Background to Request** | | | | | |
| Faculty |  | School |  | Discipline |  |
| How many staff are you looking to provide space for? | |  | | | |
| What type(s) of space is required? E.g. offices, labs, teaching, storage etc. | |  | | | |
| Timescales. When is the space required by?  Any critical dates by which moves need to take place? | |  | | | |
| Detail of reason for requesting more space. | | | | | |
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| **Current Space Details (size of the group/department)** | |
| Number of staff |  |
| Full and part time staff |  |
| Locations of existing staff |  |
| If any temporary or seconded staff, provide details of their current/previous locations  If any embedded staff being transferred from elsewhere within the University on a permanent basis, provide details of their current/previous location. | |
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| Will any currently occupied space be relinquished as part of the new request? Identify all relevant locations. | |
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| **Future Growth** | |
| Any current approved group / department growth? |  |
| Has future growth been considered? E.g. 5 year plan outlining any expected expansion |  |
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| **Hybrid Working** | |
| Has hybrid working been considered where roles allow remote working? | |
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| How many staff require a full time fixed location on campus? |  |
| How many staff need to be on site at the same time? |  |
| What space can be shared? |  |
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