



**Space/Furniture/Art & Move Request Form**

**Office of Facilities and Capital Projects**

**Date of Request:**

**Type of Request:**

- Space Request
- Furniture
- Move Request
- Renovation
- Art\*

**Requesting Department:**

**Requestor's Name:**

**Campus for Request or Delivery:**

**Request or Delivery Building/Floor/Room:**

**Requestor's Contact – Office Phone/Cell Phone:**

**Requestor's Email Address:**

**Reason for Request (attach more information if needed):**

**Description of the objectives of the request (if move is requested, please describe current and proposed location):**

**Location for the Request:**

<b>Building Name:</b>	
<b>Room Number:</b>	

**Approvals:**

<b>VP/Dean Approval Name:</b>	
<b>Signature:</b>	

**Processing Instructions:** Forward original copy to Marja Fumo-163 William Street, 4<sup>th</sup> Floor Facilities and Capital Projects Suite (email: [mfumo@pace.edu](mailto:mfumo@pace.edu); phone: 212-346-1394)

\*All art related requests need to be approved by University Curator, Kim de Beaumont. Please copy her when submitting the form for them: [kdebeaumont@pace.edu](mailto:kdebeaumont@pace.edu)

Assigned PM (Internal use only): \_\_\_\_\_