



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:

Building Name:	<input type="text"/>
Room Number:	<input type="text"/>

Approvals:

VP/Dean Approval Name:	<input type="text"/>
Signature:	<input type="text"/>

Processing Instructions: Forward original copy to Marja Fumo-163 William Street, 4th Floor Facilities and Capital Projects Suite (email: 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

Assigned PM (Internal use only): _____