



Space Bank Form

* Space that units wish to identify for the "Space Bank" indicates a unit's willingness to vacate the space within the next 12 months. Space in the Space Bank does not constitute a release of that space from a unit. Completion of a Space Request Form and approval from the Provost must be obtained in order to release space from a unit.

1 Describe Space to be placed in the Space Bank:

Brief Descriptive Title of Space Bank Entry

Person to Contact

Department

Phone Number

E-mail Address

Details of Space to be placed in Space Bank: (Please include the building code/name and individual room numbers of each space. Attach a separate sheet if necessary. Please contact the Campus Space Manager - joanna.birbeck@uvm.edu for help identifying the space details)

Type of Space relating to Assignment of new space AND/OR Release of existing space (check all that apply):

Office Laboratory Classroom Other (Please describe:)

Please provide a brief description of the condition of the space:

2 Dean, Director, or Vice President

Name (please print)

Signature _____ Date _____

3 Campus Planning Services Use Only

Date Form Received

Date FAMIS Updated

Please send completed form to Campus Planning Services:

Campus Space Manager
Campus Planning Services
Joanna.Birbeck@uvm.edu
(802) 656 1449