UCOP Space Management
Space Assignment Exception Request

Requestor Name:

**Division/
Department:**

Assigned Space:

Requested Space:

Business Rationale:

Date:

Please describe the business rationale for the requested space assignment exception. Explain how this exception is an essential divisional need.

Can this business need be satisfied in any other way? Include rationale why alternative options for accommodation, such occasional use of huddle or focus rooms, could not satisfy the business need. Include the cost implications for this solution.

Department Approval:

Division Approval:

BASC Recommendation:

UCOP Operations Decision: