

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
BUILDINGS AND GROUNDS DIVISION

SPACE REQUEST FORM

1. Date _____ 2. Dept/Div Occupying office space _____

3. Contact Person _____ Phone # _____

4. Request for:

___ Additional Space (Expanding space at existing location)

a. Estimated moving expenses: Furnishings \$ _____ Data/Phone
\$ _____

___ Replacement Space (New location for existing programs)

a. Estimated moving expenses: Furnishings \$ _____ Data/Phone
\$ _____

___ New Space (A brand-new program)

5. Requested location _____

6. Name, mailing address, and phone # of proposed Landlord

7. Name & Address of agency to be billed _____

8. Requested term of occupancy _____

9. Square footage requested _____

a. (Refer to space request instructions on back of form) **attach a separate spreadsheet showing
breakdown of requested square footage.**

10. Average daily clientele load is: ___ None ___ 1-25 ___ 26-50 ___ 51 -100 ___ 101 or more

11. Who is responsible for the following:

Utilities ___ Tenant ___ Landlord

Custodial ___ Tenant ___ Landlord

Building Maintenance ___ Tenant ___ Landlord

12. I certify that funds are available to pay for this lease in budget account _____
Budget Account No.

13. Total number of employees to be housed in this space _____

Agency Head Signature

Date

ACTION TAKEN BY DEPARTMENT OF ADMINISTRATION
FOR B&G USE ONLY, PLEASE DO NOT WRITE IN THIS SPACE

Space assigned to: ___ State-owned space ___ Leased space

Signature

INSTRUCTIONS

1. New leased locations will only be considered when state-owned offices are fully occupied and there is no vacancy in existing leased space.

2. Space Requested. Use this table as a guide:

Labor Groups	Maximum Allowable Space (Sq. Ft.)
Director of Department	300 square feet
Deputy Director of Department	250 square feet
Division Heads	200 square feet
Deputy Division Heads & Section Chiefs	170 square feet
Middle Supervisors & Professional Support	130 square feet
First Line Supervisors	100 square feet
Clerical Support	90 square feet

The above figures include space for personal computers, filing areas, bookcases, credenzas, etc.

- A. Reception areas should be based on the average number of people waiting times 10 square feet per person.
- B. Conference areas should be based on average attendance at 20 square feet per person.
- C. Copier and Fax locations should be allocated 50 square feet per location in the building
- D. Any special facilities should be explained in the justification section, i.e., storage, central filing cabinet areas, training areas, etc.
- E. To account for additional common areas and hallways, add 20% to the total requested square footage (employees, reception areas, conference rooms, copier and fax areas, etc.).
- F. To comply with ADA requirements, any office area used to serve clients that have two or more workstations grouped within the space, must have 48" wide accessible routes throughout the area.
- G. Special Requirements such as security, 24-hour use, specific location, etc., should be indicated in item 9.a.

4. **Allow at least 60 days between request date and expected occupancy.**

UPON COMPLETION OF THIS FORM RETURN TO:
BUILDINGS AND GROUNDS DIVISION, 406 EAST SECOND STREET, SUITE 1, CARSON CITY, NV 89701
Fax: (775) 684-1817, Phone: (775) 684-1800