

CBEE Space Request Form

OFFICE SPACE ALLOCATION:

- a. ACADEMIC AND SENIOR RESEARCH FACULTY are entitled to a standard faculty office.
- b. RESEARCH ASSOCIATES, FACULTY RESEARCH ASSISTANTS, AND POSTDOCS are entitled to one-half of a faculty office (i.e., two Research Associates share one office) due to space limitations. We will do our best to accommodate when possible. Space should be negotiated between the faculty supervisor and the School Head.
- c. COURTESY APPOINTEES AND VISITING SCHOLARS get space only if available, negotiated between the hosting faculty and the School Head.

SPACE REQUEST:

Date required: _____
End date if applicable: _____

Requested by: _____ Date: _____

Position (rank): _____

Title/Name: _____

Space required:

Office _____

Lab _____

Proposed Office Space*: _____

Proposed Lab, Computer, or Other Space*: _____

Comments: _____

Return to CBEE Director of Operations (elisha.brackett@oregonstate.edu)

*There is no guarantee for space preference.