Space Planning Data – Form 4083

This form is used to develop the space needs of departments based on the information provided.

Location Information Section:

Department:

Division or Unit:

Current Address:

City:

Personnel Data Section:

Please fill in the personnel data table with the necessary information. For the Job Category section of the table below please refer to the <u>SAM section 1321.14</u> for detailed examples of job titles that fit the job categories.

Civil Service Classification	Time Base	Job Category	Current Authorized Positions	Position Growth Over Four Years	Workplace Type

Totals:

Parking Section:

Input below the number of spaces for State Owned, Public Reserved, Electric Vehicle Charging Stations (EVCS) Exclusive, and Electric Vehicle Charging Stations (EVCS) Public.

- 1. State Owned:
- 2. Public Reserved:
- 3. EVCS Exclusive:
- 4. EVCS Public:

Special Requirements Section:

Please fill in the special requirements table with rooms or other uses required by the department to conduct day to day business. Examples are conference rooms, storage areas, break rooms, etc.

Name of Space	Quantity	Approximate Area (Sq.Ft.)	Short Description of the Use of the Space

Date Filled Out:

Contact Person:

Phone Number:

Email: