## **REQUEST FOR LEASED SPACE**

1. DATE				3. FROM: (REQUESTING DIVISION)				4. FOR: (USER GROUP)			
2. TO:											
REAL ESTATE											
				CONTACT PERSON			PHONE	CONTACT PER	SON	PHONE	
5. TYPE OF INTEREST					6. GEOGRAPHIC AREA			7. LOCATION			
INITIAL REPLACEMENT											
EXPANSION											
2. TO:				9. NO. OF YEARS FIRM TERM			10. OPTIONS DESIRED	11. TOTAL NUM	. TOTAL NUMBER OF PERSONNEL TO BE HOUSED		
FROM (mo. & yr.)  TO (mo. & yr.)											
12. SPACE REQUIREMENTS					13. SPECIAL REQUIREMENTS AND SERVICES (See Attached)						
TYPE OF SPACE	NO. OF PERSONNEL	SQ. FT. PER PERSON	SQ. FT. SUBTOTAL	SQ. FT. TOTAL	ATTACHMENTS						
A. PRIMARY OFFICE AREA  Exception		125 FT. MAXIMUM			14. JUSTIFICATION						
B. OFFICE SUPPORT AREA (Lines 1 through 7) (27.5 SQ. FT. PER PERSON MAXIMUM)					1. Move is required because						
1. Reception Area											
2. Conference Area					3. Funds are available for payment of rent, moving expenses, and other related costs.  A Vesstad area in to be healfilled by:  A Vesstad area in to be healfilled by:						
3. File Area					4. Vacated area is to be backfilled by  5. Action has been, will not be, taken to request approval of line item construction project.						
4. Supplies Area					SIGNATURE (DIVISION HEAD)  BUDGET NO.					on project.	
Office Equipment - machinery area (copiers, facsimile, other unique mechanical equipment											
6. Delivery/Receiving Area					PRINT NAME AN	PRINT NAME AND TITLE			).	DATE	
7. Other					15. SIGNATURE (BUSINESS MANAGER)			DATE			
C. TOTAL PRIMARY OFFICE AREA AND OFFICE SUPPORT AREA (Lines A+B)					16. SIGNATURE (SPACE ALLOCATION MANAGER)			DATE			
D. GENERAL STORAGE OR WAREHOUSE STORAGE AREA											
E. SPECIAL PURPOSE AREA (Lines 1 through 3)					17. FOR REAL ESTATE USE ONLY						
1. Break/Kitchen Area					RECOMMENDED LEASING ACTION						
2. Telecommunications					Advertise Solicitation For Lease				Initiate Sole Source		
3. Other					Initiate Short Form Lease				Other (See attached)		
F. TOTAL SPACE REQUIRED (Lines C through E)					18. REAL ESTATE DATE					DATE	
G. PARKING SPACES REQUIRED (Lines 1 through 3)					APPROVAL RECOMMENDED			PRINT NAME AND TITLE			
1. No. of Employee Spaces					19. DEPARTMENT OF ENERGY			DATE		DATE	
2. No. of Visitor Spaces					APPROVED PRIN			PRINT NAM	RINT NAME AND TITLE		
3. No. of Official Spaces (Government Vehicles)											

ORNL-669 (Formerly OR-F-4300.16) (10-2005)