

Space Allocation Form

General Information

Name	
Building Number	
Room Number	

Room Occupants

Name	Title	Move In Date	Move Out Date

Room Use - please use all that apply (percentage MUST equal 100%)

Use	Percentage
Departmental Admin - use for general dept office functions. Includes space used for the admin portion of proposal development, mail rooms and conference rooms	
Instruction - use for teaching, training, and instructional activities such as syllabus production, exam/course preparation, grading, academic counseling, grading, classroom teaching and labs.	
Sponsored Instruction** - use for specific instructional activities established by grant, contract, or cooperative agreement	
Organized Research** - use for activities that are sponsored by federal or non federal agencies, including University DSP grants and committed cost share	
Departmental Research - use for research related activities funded with unrestricted funds such as misc. donors, combined grants or overhead, also for proposal development	
Operations and Maintenance - use for administration, operation, maintenance, and protection of UF's physical facilities (ex. PPD, Campus Mail, Police Dept, EH&S)	
Governance - use for significant effort devoted to college and university wide committee assignments	
Vacant or Under Renovation - use for space that is closed, entirely unused, empty, or undergoing renovation	
Auxiliary - use for all activities of the institution that charge other areas for services provided. Includes space used for Service Centers, Recharge Centers, Specialized Service Facilities, faculty housing, public museums and other similar enterprises	

**REQUIRED: include associated project numbers on next page

