



Facilities: Space Management and Utilities

SPACE AND INFRASTRUCTURE APPLICATION

Completion of the Space or Infrastructure Application is phase one of the Space or Infrastructure Request Process. The information supplied in this form enables the Space Management Department to register the application. Detail space requirements will be obtained during the project investigation phase.

A. Details of the Faculty or Support Department submitting the application

Select responsible DVC /
Executive Director / Registrar

Relevant Faculty /
Support Department

School / Department within
Relevant Faculty / Support Department

Campus where Space / Infrastructure
request is required

Mahikeng Campus
Potchefstroom Campus
Vanderbijlpark Campus

Contact details:

Name and Surname of applicant:

Telephone Number:

Mobile Number:

Email address:

Application Information:

Select reason for application:

Indicate:

Scheduled Infrastructure / Space Application (*part of annual budget process cycle*).

Unscheduled Infrastructure / Space Application (*urgent interim request, not part of the budget cycle*)

Source of funding:

(please note that only one of the following funding options can be used for infrastructure application)

NWU Capital Funds

Minor Building Works

3rd stream income reserve / other funding (*please provide relevant account number and information*)

Facilities: Space Management and Utilities

B. Details of new / additional space required

Description	Number of spaces required
-------------	---------------------------

Primary space requirements:

Classroom

Laboratories Teaching

Laboratories Research

Storage

Office space

Post Grad seating

Conference room

Study space

Sport / Physical / Recreations

Clinic

Assembly / Hall / Exhibition

Lounges

ITC – Central IT Communication

Workshop

Student Beds

Secondary space requirements:

Cloakrooms

Kitchen

Recreation areas

Other (*short description*)

Will the existing space be vacated if other space is required?

Facilities: Space Management and Utilities

C. Details of space that needs to be refurbished
(for completion if existing space needs to be refurbished)

Building number:

Room numbers:

Short description:

D. Details of infrastructure / fixed infrastructure equipment required
(for completion of fixed infrastructure services only)

Building number:

Room numbers:

Equipment request:

Air condition

Lift

Gas

Fume Cabinet

Laminar flow cabinet

Bio safety system

Electrical supply or distribution

Fencing

Landscaping and irrigation

Parking / covered parking

Water supply or distribution

Open space

Infrastructure / equipment
description:

Facilities: Space Management and Utilities

E. Motivation:

What problem has given rise to the need for additional / refurbishment or new /upgrade of infrastructure

What is the urgency of the need to met

What would the impact be if the request is not approved

OHS requirements as a result of an OHS inspection/audit. (short description)

Indicate the link to the NWU / Faculty / Support Department Strategic plan

F. Signature for recommending application

Name and Surname

Signature

Date

Applicant

Deputy Dean / Director of Faculty / Support Department on campus

Executive Dean / Director of Faculty / Support Department

Prioritisation of application by Executive Dean / Director of relevant Faculty / Support Department:

A – of highest strategic

B – of strategic value but can be postponed

C – not recommended