

REQUEST FOR SPACE/SERVICES/ or INFORMATION FORM



1. DATE	2. REQUESTING AGENCY CONTACT	3. PHONE NUMBER	4. EMAIL ADDRESS
5. TO	6. FROM	7. CURRENT SPACE OCCUPIED	
Office of Central Services Land Acquisition and Real Property Division 1400 McCormick Drive Suite 336 Largo, Md 20774	Agency:	Agency:	
	Street Address:	Street Address:	
	City: State:	City:	State:
	Zip code:	Zip code:	
	Council-manic District:	Current sq. ft.:	

8. EXISTING LOCATION	9. FTE COUNT	10. TYPE OF REQUEST	
Owned Leased Co-locate License	Current budgeted FTE Growth FTE Contractors	Other services/information requested (<i>Describe in section 13</i>)	
11. BUDGET AVAILABLE			
Budget Identified Budget Approved Budgeted Amount:			
12. TYPE OF REQUEST	13. TYPE OF SPACE REQUESTED	14. TERM OF OCCUPANCY	15. PARKING SPACES REQUIRED
Initial Continuing Requirements	Owned Leased	From: (<i>Mo. & Yr.</i>) To: (<i>Mo. & Yr.</i>)	Fleet Vehicles:
Expansion Temp/Swing	Build to Suit Purchase		Staff Parking:
Reduction Renewal/Amendment	License		Client Parking:
		16. OIT SUPPORT	Yes No

18. SPACE REQUIREMENTS					
	Type of space	No. of personnel	Sq. Ft. per person	Sq. Ft.	Totals
OFFICE	A. Director/Executive office area				
	Manager office area				
	Staff office area				
	Other				
	Office support area				
	Office space subtotal				
STORAGE	B. General storage				
	C. Equipment storage				
	D. Storage subtotal (<i>Lines B, C</i>)				
SPECIAL USES	E. Locker room male and female to include shower stalls				
	F. Food service area kitchen				
	G. Laundry room				
	H. Data center computer room				
	I. Conference & training room				
	J. Wellness center				
	K. Quarters				
	L. Special subtotal (<i>Lines E-K</i>)				
M. Total space required (<i>Lines A, D, & L</i>)					
N. Open land (<i>Total Acres or Square Footage</i>)					

19. ANTICIPATED TIMELINE FOR SPACE REQUIREMENT	20. ADDITIONAL INFORMATION

21. REQUESTING AGENCY CERTIFICATION

I certify that this request is accurate and complete; is for the minimum amount of space required; is in compliance with all Prince Georges County laws and regulations governing the location of space; and, that funds are available for payment of rent and/or purchase, Furniture, Fixtures, and Equipment (FF&E) moving expenses, telecommunication expenses, and any related reimbursable costs.

SIGNATURE: (Agency Director or Delegated Authority)	Phone Number:	Date:
Print Name:	Print Title:	

FOR OCS USE ONLY

Date Request Received at OCS:		Agency Request No.:	
OCS Recommended Action:			
Assign County-Owned Space	Assign County-Leased Space	License	Commence Purchase Action
Commence Leasing Action	Other as Follows:		No Action Recommended
Realty Specialist Assigned to Realty Specialist (Assigned)		Realty Specialist Review of Agency Request (Initials & Date)	
Property Acquisition & Development Administrator (Signature & Date)		Print Name and Title	

