

Space Request Memo Guide

Provide the following information for your department's space needs request in memo format signed by your General Manager. Email the memo and the two attachments to the [City Administrative Officer-Municipal Facilities Group](#) with Carbon Copy (CC) to the [General Services Department-Real Estate Services Division](#). Address the memo to *Matthew W. Szabo, the Municipal Facilities Committee Chair, City Administrative Officer, Attention: Delilah Puche, Chief Administrative Analyst*, with a CC to *Tony M. Royster, General Manager, General Services Department, Attention: Amy Benson, Real Estate Services Division*. Be sure to also fill out and attach the two attachments: Funding Identification Sheet ([here](#), create a copy to fill out) and Staff List for Requested Space ([here](#), create a copy to fill out). Here is a [sample request](#).

When writing the memo, consider the following questions:

1. Who is requesting the space request? For how many staff?
2. What is the purpose or need?
3. What are the specific needs of the space? (for example IT server rooms, kitchen, public counters, break rooms, parking spaces, etc.) Also consider the following questions, if applicable.
 - a. How many staff members currently share workstations?
 - b. Is your department looking at hoteling options?
 - c. Does your department have a telecommuting policy?
 - d. Does your Council District Office/Department/Bureau require a location convenient to visitors from outside the facility? If yes, explain.
 - e. Does your Council District Office/Department/Bureau require a location removed from high traffic areas? If yes, explain.
 - f. Are there any special security needs required by your Department/Bureau including after hours? If yes, explain.
 - g. Does your Council District Office/Department/Bureau have visitors/guests from outside the facility?
 - i. If yes, are they escorted from the Reception Area by someone within the Department/Bureau?
 - ii. If not, explain the procedure that you envision.
 - h. How many conference rooms, if any, will be needed and how often will they be used?
 - i. How much file space (support space) is/will be needed?
 - j. How much storage space (support space) is/will be needed?
 - k. Provide the following workstation counts
 - i. Number of approved position authorities with an assigned workstation

- ii. Number of approved position authorities without an assigned workstation
4. How urgent is the request? Is there an option for interim space if the space cannot be attained by that date?
5. Where is the staff currently located? Is the current space City-owned or leased? Is there a preferred building address or geographic area for the space request?
6. Is there a special fund available to fund the cost of the space request (lease, tenant improvements, moving expenses, IT requirements, utilities, security, furniture, fixture, and equipment, etc.)
7. Department Telecommute Policy - Please explain your staff telecommute policy and the number of days per week the staff will be in office
8. Parking needs
9. Any other concerns and/or ideas about the space.