

Space Request Checklist

Collect the below information BEFORE clicking on the link to start the process. Having it in advance will help make the process go more quickly and smoothly for you.

- Is it 90-days or longer before you intend to move? It is important to plan well in advance due to the complex needs of space requests.
- Names and contact info of the Authorized Agent and Appointing Authority
- BGS/Vision Customer number.
- Property location(s) relating to the request.
- A brief overview of the space request and primary reasons for submitting one.
- Current square footage you currently occupy.
- Number of staff at your current location and proposed new location.
- Do you have a funding source available and have an estimated budget?
- Do you anticipate needing new modular workstations, walls, or movable furniture?
- Do you need any specific Covid-19 related return to work planning space changes or accommodations to be made?
- Justification of the need for your space request with supporting information? See most recent BGS Space Management Standards and Strategies, p. 18.
- Department ID.

Additional questions?

If you have other questions or need further information about making a space request, please email: BGS.Planning@Vermont.gov.

[Return to More about Space Request \(If needed\)](#)

Date: 2/11/2021