

Calming spaces proposal worksheet



Name: _____ Date: _____

Proposed budget: _____

Justification for proposal: _____

Proposed location and type of space (indoor/outdoor): _____

Desired experience (quiet meditation, activities, sensory elements): _____

Proposed items to purchase:

- _____
- _____
- _____
- _____
- _____
- _____

[UK-approved vendors](#)

[Supplier diversity](#)

[Purchasing procedures](#)

[UK Surplus](#)

Approvals:

Direct supervisor: _____

Department head: _____

Campus/Healthcare Facilities, Planning and
Space management:
