

# FACILITIES SPACE CHANGES REPORTING FORM

Facilities Space Management  
Mary Holland, Campus Space Planner  
936-294-1866

This form is for the approval & notification of **CHANGES** in facilities space. However, it does not include funding approval for the renovation or alteration of space. Please follow the usual process to secure funding for your space change.

Office of the Registrar  
Dana Bible, Course Scheduling  
936-294-2567

Request Date:

## Department & Contact Information

Requesting Dept:  Contact Name:  Phone:  Email:

## Location of Change

Building:  Room:  Current Bldg Liaison:

**Note: For a series of rooms or for a whole building, please attach a room number listing with associated changes. Put "attachment" in the room field.**

## Type of Change

1  Building Liaison Changed From:  To:

2  Department Changed From:  To:

3  Room Contact Changed From:  To:

4  Add/Del Room No. Explain:

**PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Room number to be assigned by the Campus Space Planner.)**

5  Space Use   
Space use describes the primary activity of a room such as classroom, office, conference room, storage, laboratory, assembly, etc. Space use cannot be prorated because there is only one predominant designed use for a room.   
Describe use of space:

6  CIP   
This is the classification of instructional program (CIP) or academic discipline that the space is used for. This would include general use, biological sciences, visual & performing arts, etc. Because academic disciplines sometimes share space, rooms can be prorated up to 3 times. Must total 100%.   
Instructional Program 1:  %   
Instructional Program 2:  %   
Instructional Program 3:  %

7  Function   
The function is often determined by the program's funding and by whom the program serves. Examples are instructional, research, public service, academic support, student services, etc. Rooms can serve multiple programs and therefore space can be prorated up to 3 times. Must total 100%.   
Program Function 1:  %   
Program Function 2:  %   
Program Function 3:  %

8  Capacity   
Student capacity changes in a classroom or class lab require the approval of the Dept Chair, Dean/Assoc VP, and Provost or Assoc. Provost.   
Changed From:  To:

9  Dimensions Explain:

**PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Measurements will be taken by the Facilities Planning Dept.)**

10  Other Explain:

11  Room Features See page 2 for an alphabetical listing of room features.

Feature	Qty	Feature	Qty	Feature	Qty	Feature	Qty
<input type="checkbox"/> ADA Station	<input type="text"/>	<input type="checkbox"/> Drwg/Design Tables	<input type="text"/>	<input type="checkbox"/> Microphone	<input type="text"/>	<input type="checkbox"/> Sewing Stations	<input type="text"/>
<input type="checkbox"/> Art Lab	<input type="text"/>	<input type="checkbox"/> DVD Player	<input type="text"/>	<input type="checkbox"/> Microwave	<input type="text"/>	<input type="checkbox"/> Sink	<input type="text"/>
<input type="checkbox"/> Audio/Visual Device	<input type="text"/>	<input type="checkbox"/> Easel	<input type="text"/>	<input type="checkbox"/> Mini-DV	<input type="text"/>	<input type="checkbox"/> Sound Equipment	<input type="text"/>
<input type="checkbox"/> Ballet Bar	<input type="text"/>	<input type="checkbox"/> Elmo Projector	<input type="text"/>	<input type="checkbox"/> Mirror	<input type="text"/>	<input type="checkbox"/> Sound System	<input type="text"/>
<input type="checkbox"/> Banked Lighting	<input type="text"/>	<input type="checkbox"/> Eye Wash Station	<input type="text"/>	<input type="checkbox"/> Moveable Chairs	<input type="text"/>	<input type="checkbox"/> Sprung Floor	<input type="text"/>
<input type="checkbox"/> Black & White Printer	<input type="text"/>	<input type="checkbox"/> Fan	<input type="text"/>	<input type="checkbox"/> Moveable Desks	<input type="text"/>	<input type="checkbox"/> Stock Ticker	<input type="text"/>
<input type="checkbox"/> Blu-Ray Player	<input type="text"/>	<input type="checkbox"/> Fax Machine	<input type="text"/>	<input type="checkbox"/> Moveable Tables	<input type="text"/>	<input type="checkbox"/> Stove	<input type="text"/>
<input type="checkbox"/> Broadcasting Studio	<input type="text"/>	<input type="checkbox"/> Fixed Chairs	<input type="text"/>	<input type="checkbox"/> MP3/MP4 Player	<input type="text"/>	<input type="checkbox"/> Symposium	<input type="text"/>
<input type="checkbox"/> Bulletin Board	<input type="text"/>	<input type="checkbox"/> Fixed Desks	<input type="text"/>	<input type="checkbox"/> Nexus System	<input type="text"/>	<input type="checkbox"/> Tiered-Fixed Seating	<input type="text"/>
<input type="checkbox"/> CD Player	<input type="text"/>	<input type="checkbox"/> Fixed Tables	<input type="text"/>	<input type="checkbox"/> Oven	<input type="text"/>	<input type="checkbox"/> Tracking Camera	<input type="text"/>
<input type="checkbox"/> Ceiling Mtd Projector	<input type="text"/>	<input type="checkbox"/> Flat Panel Screen	<input type="text"/>	<input type="checkbox"/> Overhead Projector	<input type="text"/>	<input type="checkbox"/> Tracking Microphone	<input type="text"/>
<input type="checkbox"/> Ceramic Equipment	<input type="text"/>	<input type="checkbox"/> iMac Lab	<input type="text"/>	<input type="checkbox"/> PC	<input type="text"/>	<input type="checkbox"/> TV	<input type="text"/>
<input type="checkbox"/> Chalk Board	<input type="text"/>	<input type="checkbox"/> IT Lab	<input type="text"/>	<input type="checkbox"/> Phone	<input type="text"/>	<input type="checkbox"/> Two Way Mirror	<input type="text"/>
<input type="checkbox"/> Chalk Board With Lines	<input type="text"/>	<input type="checkbox"/> ITV Equipment	<input type="text"/>	<input type="checkbox"/> Photography Studio	<input type="text"/>	<input type="checkbox"/> VCR	<input type="text"/>
<input type="checkbox"/> Clock	<input type="text"/>	<input type="checkbox"/> Lab Preparation Rooms	<input type="text"/>	<input type="checkbox"/> Piano	<input type="text"/>	<input type="checkbox"/> Vent Hood	<input type="text"/>
<input type="checkbox"/> Color Printer	<input type="text"/>	<input type="checkbox"/> Lectern	<input type="text"/>	<input type="checkbox"/> Powered Screen	<input type="text"/>	<input type="checkbox"/> Wall Talker Board	<input type="text"/>
<input type="checkbox"/> Commercial Appliances	<input type="text"/>	<input type="checkbox"/> Lectern & Microphone	<input type="text"/>	<input type="checkbox"/> Printmaking Equip	<input type="text"/>	<input type="checkbox"/> White Board	<input type="text"/>
<input type="checkbox"/> Computer for Dietary	<input type="text"/>	<input type="checkbox"/> Lecture Capture	<input type="text"/>	<input type="checkbox"/> Pull Down Screen	<input type="text"/>	<input type="checkbox"/> White Board With Lines	<input type="text"/>
<input type="checkbox"/> Copy Machine	<input type="text"/>	<input type="checkbox"/> Lighting Equipment	<input type="text"/>	<input type="checkbox"/> Radiation Area	<input type="text"/>	<input type="checkbox"/> Writing Center	<input type="text"/>
<input type="checkbox"/> Critique Rm-Photo	<input type="text"/>	<input type="checkbox"/> Living Room Set Up	<input type="text"/>	<input type="checkbox"/> Reading Lab	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Cutting Table	<input type="text"/>	<input type="checkbox"/> Locking Cabinets	<input type="text"/>	<input type="checkbox"/> Refrigerator	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Demonstration Stage	<input type="text"/>	<input type="checkbox"/> Mac	<input type="text"/>	<input type="checkbox"/> Rocks	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Dining Room	<input type="text"/>	<input type="checkbox"/> Machine Shop	<input type="text"/>	<input type="checkbox"/> Rock Cut/Polish Equip	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> DJ Booth	<input type="text"/>	<input type="checkbox"/> Maps	<input type="text"/>	<input type="checkbox"/> RTV Editing Room	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Document Camera	<input type="text"/>	<input type="checkbox"/> Math Lab	<input type="text"/>	<input type="checkbox"/> Scanner	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Drafting Tables	<input type="text"/>	<input type="checkbox"/> Microfilm Reader	<input type="text"/>	<input type="checkbox"/> Sculpture Equipment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

**Chair/Director OBTAINING or RETAINING space:**

Signature

Printed Name

**Dean/AVP OBTAINING or RETAINING space:**

Signature

Printed Name

**VP OBTAINING or RETAINING space:**

Signature

Printed Name

**Chair/Director RELEASING space:**

Signature

Printed Name

**Dean/AVP RELEASING space:**

Signature

Printed Name

**VP RELEASING space:**

Signature

Print Name

**Building Liaison (Required for all changes.)**

Signature

Printed Name

**President, SHSU (Special Requests only):**

Signature

Printed Name

**Provost or Assoc Provost must sign ALL CLASSROOM & CLASS LAB change requests.**

Signature

Printed Name

Please send signed originals to Mary Holland at [ppl\\_mer@shsu.edu](mailto:ppl_mer@shsu.edu): Facilities Management Office Campus Box 2357.

**ALL CHANGES TO FACILITY SPACE MUST BE DOCUMENTED THROUGH THE FACILITIES PLANNING & CONSTRUCTION OFFICE.**