



FACILITIES SPACE CHANGE FORM

This form is for the notification to Space Management of CHANGES in facilities space or the REQUEST for new space.

Request Date:

Department & Contact Information

Requesting Dept:

Contact Name:

Phone:

User
Name:

Location of Change

Building:

Room(s):

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

Please Describe the Changes in Your Space or the Request for Additional Space:

Update to current space:

Request for new space:

Department Move:

PLEASE INCLUDE A CURRENT DRAWING OR FLOOR PLAN WITH CHANGES SKETCHED IN. FOR NEW SPACE, ATTACH A DOCUMENT DESCRIBING THE NEED FOR ADDITIONAL SPACE IN YOUR PROGRAM AND THIS WILL THEN BE SENT TO THE SPACE MANAGEMENT & UTILIZATION COMMITTEE. (PDF floor plans are on the T Drive under folder Emergency Floor Plans.)

Space will be used for:

Instruction

Research

Office

Meeting

Storage

Other

If instruction, what will the student capacity be?

If space is currently occupied by another department, have you contacted current user of the space? Yes

No

If yes, when will the space be vacated?

When will the space change be effective?

Urgent (explain):

Final measurements for changes will be taken by Space Management.

Approvals :

APPROVAL PROCESSING INSTRUCTIONS: Please process for electronic signatures, as this will leave an audit trail. Small changes within the department need only the Chair/Director's signature. Major changes within the department will need the Dean/AVP's signature. Changes for instructional spaces need to be approved by the Provost/VP. The Campus Space Planner in the Facilities Management Department should be the final acknowledgment signature.

CURRENT SPACE HOLDER

Chair/Director:

Dean/AVP:

Provost/VP:

NEW SPACE HOLDER

Chair/Director:

Dean/AVP:

Provost/VP:

BUILDING LIAISON:

(Required for
ALL changes)

DIRECTOR OF IT NETWORKING:

(Required for
ALL changes)

SPACE MANAGEMENT ACKNOWLEDGMENT:

(Required for
ALL changes)