


Notes to assist you when filling out the form:



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

FACILITIES SPACE CHANGES REPORTING FORM

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
Course Scheduling
936-294-2567

Request Date: CURRENT DATE

Department & Contact Information

Requesting Dept: Example: FORENSIC SCIENCE Contact: NAME of person handling it. Phone: REQUIRED Email: HELPFUL

Location of Change

Building: REQUIRED Room: REQUIRED Current Bldg Liaison: REQUIRED

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

Mark all the changes that apply below.

1 ☐ Building Liaison Changed From: To:

2 ☒ Department Changed From: Example: CHEMISTRY To: Example: CRIMINAL JUSTICE

3 ☒ Room Contact Changed From: Old room liaison. To: New room liaison.

4 ☒ Add/Del Room No. Explain: Please explain and attach diagram of changes.

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: Examples: CLASS LABORATORY, OFFICE, CONFERENCE ROOM, ETC.

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: Example: CRIMINOLOGY % 50

Instructional Program 2: Example: FORENSIC SCIENCE % 50

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%.

This split can happen for Dept. Chairs who teach & handle administrative duties.

Program Function 1: Example: ACADEMIC INSTRUCTION % 50

Program Function 2: Example: ACADEMIC SUPPORT % 50

Program Function 3: %

8 ☒ Capacity Student capacity changes in a classroom or class lab require the approval of the Dept. Student capacities are needed for classrooms, labs, auditoriums, meeting, study, and conference rooms.

Changed From: 10 To: 12

9 ☐ Dimensions Explain: This happens if a room is divided or expanded into another room. Please explain briefly.

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

10 ☐ Other Explain: One thing to consider is new signage.

NOTE: A drawing is very helpful for physical changes to a room or area.

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

Page 1 of 2

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 checked="" type="checkbox"/> Moveable Chairs	24	<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 checked="" type="checkbox"/> Moveable Tables	6	<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 checked="" type="checkbox"/> Ceiling Mtd Projector	1	<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 checked="" type="checkbox"/> Powered Screen	1	<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 checked="" type="checkbox"/> White Board	1
<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"/> Demonstrator	<input type="text"/>	<input type="checkbox"/> Machine Shop	<input type="text"/>	<input type="checkbox"/> Rocks	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Drafting Tables	<input type="text"/>	<input type="checkbox"/> Maps	<input type="text"/>	<input type="checkbox"/> Rock Cut/Polish Equip	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/> Math Lab	<input type="text"/>	<input type="checkbox"/> RTV Editing Room	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/> Microfilm Reader	<input type="text"/>	<input type="checkbox"/> Scanner	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
				<input type="checkbox"/> Sculpture Equipment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Form with original signatures MUST be sent to the Campus Space Planner

Chair/Director
OBTAINING or
RETAINING
space:

Ex. FORENSIC SCI AUTHORITY

Signature

Printed Name

Dean/AVP
OBTAINING
RETAINING
space:

REQUIRED when multiple departments are involved OR changes are to instructional spaces (classrooms & labs).

VP
OBTAINING or
RETAINING
space:

REQUIRED when is space transferred between colleges or between divisions.

Printed Name

Chair/Director
RELEASING
space:

Ex. CHEMISTRY AUTHORITY

Signature

Printed Name

Dean/AVP
RELEASING
space:

Electronic submission notifies IT@SAM and the Registrar

VP RELEASING
space:

Signature

Printed Name

Building
Liaison
(Required for
all changes.)

REQUIRED FOR ALL CHANGES

Signature

Printed Name

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

REQUIRED for classrooms & labs due to the effects on Space Usage Efficiency (SUE) scores.

Printed Name

SUBMIT FORM

Please submit form electronically to notify the Registrar's Office and IT@SAM of changes. **Send signed originals to Mary Holland via campus mail:** Facilities Management Office Campus Box 2357.

President, SHSU
(Special Requests only):

RARE SPECIAL REQUESTS ONLY

Signature

Printed Name

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