

Facilities Link Space Change Form

Who is completing this form?

Space Coordinator Name:

Department:

Division:

Is the space which you asking to modify the Facilities Link coding, allocated to the Division or School?:

Yes

No

If, the space which you are asking to modify the Facilities Link coding has not already been allocated to your Division or School, please refer your change suggestion to the School or Division to which the space is allocated.

Part I: Current Space Information

In what building is the space located?

What is the room number of the space?

What is the current use of the space?

Is the space occupied today, if so by whom?

What is the existing Room Type ?

What is the existing Room Name for the space?

Part II: Revised Space Information

Confirm the room number(s) of the space(s) that should be changed:

Is the change that you are requesting a Room Type change?

If so, what should the new Room Type be?

Is the change that you are requesting a Room Name change?

If so what should the new Room Name be?

Will the room be occupiable after the change?

Is there some other type of change that you are requesting?

Does the revision to this space change the ASF?

If so, please explain:

Please explain the reason for the change that you are requesting?

Approved Space Assignment

School/Division Space Coordinator

Print Name

Signature and Date