

SPACE UTILIZATION CHANGE IN USE FORM

DATE OF REQUEST:

DATE CHANGE EFFECTIVE:

CAMPUS:

BUILDING:

ROOM:

DEPARTMENT:

CURRENT USE:

CURRENT ROOM NUMBER(S):

PROPOSED USE:

PROPOSED ROOM NUMBER(S):

SIGNATURES REQUIRED:

REQUESTOR

DEPT CHAIR/DEAN

VP/PROVOST

VP/FINANCE & OPERATIONS

FOR FACILITIES' USE ONLY:

CHANGE DOCUMENTS IN BANNER

BY:

DATE:

NEW SIGNAGE ORDERED

ROOM NUMBER CHANGED NOTED ON FLOOR PLANS

FLOOR PLAN UPDATED