



SPACE ASSIGNMENT CHANGE FORM

Existing space must be used as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a department's current allocation. This form is to be used when an assignment of a space **is being changed between departments and all parties have agreed**. This request will be reviewed by the Facilities Planner.

Contact Information:

Date: _____

Name: _____ Department: _____
Office Address: _____ Phone no: _____ Email: _____

Reason for Change:

Space Change (See attached sheet for common definitions and Building abbreviations)

Bldg. Abbr.	Rm #	Current Dept. Assignment	Exist. Use of Space	New Dept. Assignment	New Use of space	No. of Station	Description

Example:

BACO	106G	Elementary Ed.	Fac. Office Serv.	Higher Educ. Admin.	Fac. Office	2	PT faculty office
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Building Abbreviations

Abbr.	Name	Abbr.	Name
BACO	BACON HALL	MORC	MOORE COMPLEX
BISH	BISHOP HALL	MORH	MOORE HALL
BOOK	BOOKSTORE	NEUM	NEUMAN HALL
BPAC	BURCHFIELD-PENNEY ART CTR	NORT	NORTH WING
BUCK	BUCKHAM HALL	PERR	PERRY HALL
BULG	BULGER COMMUNICATION CTR	PORT	PORTER HALL
BUTL	BUTLER LIBRARY	ROCK	ROCKWELL HALL
CASS	CASSETY HALL	SAMC	SCIENCE AND MATH COMPLEX
CAUD	CAUDELL HALL	SCIE	SCIENCE BUILDING
CHAN	CAUDELL HALL ANNEX	SOUT	SOUTH WING
CHAS	CHASE HALL	SPOR	SPORTS ARENA
CHOU	CAMPUS HOUSE	STAC	STUDENT APARTMENT COMPLEX
CLAS	CLASSROOM BUILDING	TECH	TECHNOLOGY BUILDING
CLEV	CLEVELAND HALL	THEA	DONALD SAVAGE
CCTR	CLINTON CENTER	TOW1	TOWER 1
CAMB	CAMPBELL STUDENT UNION	TOW2	TOWER 2
GLL	GREAT LAKES LAB & ADDT.	TOW3	TOWER 3
GLP	GREAT LAKES PAVILION	TOW4	TOWER 4
GLS	GREAT LAKES STORAGE	TWIN	TWIN RISE CENTER
HOUS	HOUSTON GYM	UPTO	UPTON HALL
KETC	KETCHUM HALL	WEIG	WEIGEL HEALTH CTR
MOOT	MOOT HALL		

Space Type Definitions

****Please note that if a space will be for a dual purpose you must put both space types down and the percentage of each. (i.e. Departmental conference room-70% and scheduled seminar room 30%)**

Space Use	Definition	Description
Classroom	A room used for all classes which do not require special purpose equipment for student use.	Included in this category are rooms generally referred to as general-purpose classrooms. A classroom generally has 80 seats or less. Limitations: Does not include Lecture Halls, Conference rooms, Auditoriums, Laboratories
Class Lab	A room primarily used by regularly scheduled classes that require special-purpose equipment or treatment for student participation, experimentation, observation, or practice in a field of study	A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes . The design and/or equipment in such a room normally preclude its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes. *This includes Scheduled Computer Labs
Individual Study Lab	A room used for individual student experimentation, observation or practice in a particular field of study but not under the direct supervision of an instructor. Its use is mandatory as part of the course or curriculum being followed. It is assigned for short periods of time and is not dedicated to	Included in this category are music practice rooms or Individual Study Laboratories that do not have programmed instruction, equipment or material for use by students. Stations may be grouped, i.e., they may be in a room which has been designated as individual stations where students will do an experiment without the use of programmed

Space Use	Definition	Description
	the use of only one person.	instruction material; or they may be individualized, as in music practice rooms.
Faculty Office	Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment. *Please note full time (FT) or part-time (PT) on form and Chair office	Must be a separate room designated as an office with a room number. If it falls into the category of Studio Office of Lab Office, it should have the equipment or treatment necessary to fulfill these activities associated with the particular subject field.
Faculty Office Service	To directly serve Faculty Offices as an extension of the activities which take place there.	Included in this category are departmental workrooms, waiting/reception rooms, supply and storage rooms, closets, record rooms, calculating rooms, coat rooms, mail rooms, duplicating rooms, etc. Limitations: Does NOT include Office Service related to Administration or other central service areas serving the whole campus.
Departmental Conference Rm.	A room serving an office complex that is used primarily for staff meetings and departmental activities other than scheduled classroom activities.	A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit whereas meeting rooms are used for general purposes such as community groups meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms, because it is used primarily for activities other than scheduled classes.
Research Office	To accomplish the general or specific research activities of organizations established on a campus which is recognized as outside the normal academic or research role of a campus. These may be funded separately, jointly or wholly from State funds.	Includes all facilities necessary to generate these activities including laboratories (faculty labs and preparation rooms), service areas, offices, etc.
Administrative Office	Serves as the primary work area of any person assigned in an administration position including organized activities, extension libraries, student services and staff benefits, maintenance and operation of plant, general administration and instructional services.	Limitations: Does NOT include any spaces listed as Faculty or Departmental Support including clerical offices. In an academic area, anything above a Chair is considered administrative.
Administrative Conference Room	A room serving an administrative office complex that is used primarily for staff meetings and other general administrative activities.	A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, other than instructional, whereas meeting rooms are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.
Faculty and Staff Lounges	For rest and relaxation for Staff and Faculty.	Typically equipped with upholstered furniture, draperies, and/or carpeting. May have kitchenette unit or vending machines.
Other	Anything else not listed above. This will prompt a call for further details.	