

Space Classification Update Form

Auburn University

Office of Space Planning & Management

334-844-2977 Phone

334-844-9587 Fax

thompwi@auburn.edu Email



I. REQUESTOR INFORMATION

NAME:

COLLEGE OR DEPARTMENT:

PHONE NUMBER:

FAX NUMBER:

EMAIL:

DATE:

II. UPDATE INFORMATION

Please list all buildings which are affected by this update:

1. _____

3. _____

2. _____

4. _____

Does this update affect multiple rooms?

YES

NO

Please check all that apply:

Change in Function

Discrepancies in current space data/reports

Reassignment across Departments

Vacate/Departure of Space

Reassignment across Colleges

Other: _____

Is the College's/Administrative Department's *Space Representative* aware of these changes?

YES

NO

Upon completion, please fax or email this request to the Office of Space Planning & Management. A representative from the Office will be in contact with you shortly to collect the specifics of the data changes and will update the space management database as required.