Purpose:
This form is used to collect the necessary information needed to maintain the University's facility space inventory. The information is updated on the FAMIS Facilities database for Space Use Analysis by the Facilities Management Space Information Manager. The database provides information for campus planning, grant applications, building renovations, and ensuring building code compliance and utility usage.

Instructions: Fill in the following information for any changes involving space assignments/occupants, room use or moves.

Existing: Identifies the current location, departmental assignment/occupancy and room use.
- Building Name: Identifies the current Building that the room is in.
- Room No.: Identifies the current assigned Room Number of the existing space.
- Department: Identifies the current assigned Department Name.
- Dept. Number: Identifies the current assigned Department Number.
- Room Use: Identifies the current assigned room use.
- Room Occupant: Identifies a general description of type of occupant.

New: Identifies the new location, departmental assignment/occupancy and/or room use.
- Building Name: Identifies the Building that the room is in.
- Room No.: Identifies the assigned Room Number of the space.
- Department: Identifies the newly assigned Department Name.
- Dept. Number: Identifies the newly assigned Department Number.
- Room Use: Identifies the newly assigned room use.
- Room Occupant: Identifies a general description of type of occupant.

Vacated Room Use: Identifies that the room(s) will no longer be on the departments space inventory report. Vacated room use information tracks possible inactive or unused space. This is to show that the space(s) are no longer being used and will be reviewed by Facilities Management for evaluation and redistribution.

Contact Information: Who’s is the point of contact for the change of space or move.

Authorizing Signatures: Signatures from all appropriate areas affected need to be filled out, signed and approval granted. If the space being affected is already assigned to and will remain within the requesting departments' Academic College or Administrative Division the appropriate Dean or Department Head must sign the form. If the space being affected is assigned to another Academic College or Administrative Division other than the requesting departments’ the requesting and granting Vice Presidents must also sign.

Reminders:
1. Facilities Management will not accept or record any changes to the space without all required Authorized signatures on the form.
2. All Space Change or Move Forms will be reviewed to ensure they comply with UND Policy 5.6 before accepting and recording any space changes.
3. When moving if items need to be detached or reattached from the wall or floor (shelving, wall units, etc.) or electrical disconnects/connects are required, a Facilities Management Project Request Form is required. Contact Facilities Management at 7-2523 for assistance if needed.
4. Contact the Facilities Management Lock Shop to determine if the keying in your new room will meet your security needs. A Key Request Form must be completed and submitted to Facilities Management (Box 9032) for issuance of keys for the new space. For questions regarding keys, call 777-3275.

An email to the contact person will be sent indicating the approval of the updated department occupancy and/or room use.