

# FACILITIES SPACE CHANGES REPORTING FORM

Facilities Space Management  
 Kirk Paul  
 713-313-7790

This form is for the approval & notification of CHANGES in facilities space. However, it does not include funding approval for the renovation or alteration of space. Please follow the usual process to secure funding for your space change.



TEXAS SOUTHERN UNIVERSITY  
 Division of Administration & Finance  
 Facilities & Maintenance

Requesting Date:

## Department & Contact Information

Requesting Dept:  Contact Name:  Phone:  Email:

## Location of Change

Building:  Room:  Current Bldg. Liaison:

Note: For a series of rooms or for a whole building, please attach a room number listing with associated changes. Put "attachment" in the room field.

## Type of Change

- 1  Building Liaison Changed From:  To:
- 2  Department Changed From:  To:
- 3  Room Contact Changed From:  To:
- 4  Add/Del Room No. Explain:

PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Room number to be assigned by the Campus Space Planner.)

- 5  Space Use Space use describes the primary activity of a room such as classroom, office, conference room, storage, laboratory, assembly, etc. Space use cannot be prorated because there is only one predominant designed use for a room.  
 Describe use of space:

- 6  CIP This is the classification of instructional program (CIP) or academic discipline that the space is used for. This would include general use, biological sciences, visual & performing arts, etc. Because academic disciplines sometimes share space, rooms can be prorated up to 3 times. Must total 100%.

|                          |  |   |  |
|--------------------------|--|---|--|
| Instructional Program 1: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |
| Instructional Program 2: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |
| Instructional Program 3: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |

- 7  Function The function is often determined by the program's funding and by whom the program serves. Examples are instructional, research, public service, academic support, student services, etc. Rooms can serve multiple programs and therefore space can be prorated up to 3 times. Must total 100%.

|                     |  |   |  |
|---------------------|--|---|--|
| Program Function 1: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |
| Program Function 2: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |
| Program Function 3: | <input style="width: 95%; height: 20px;" type="text"/> | % | <input style="width: 95%; height: 20px;" type="text"/> |

- 8  Capacity Student capacity changes in a classroom or class lab require the approval of the Dept. Chair, Dean/Assoc. VP, and Provost or Assoc. Provost.  
 Changed From:  To:

- 9  Dimensions Explain:

PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Measurements will be taken by the Facilities Planning Dept.)

- 10  Other Explain:

- 11  Room Features See page 2 for an alphabetical listing of room features.

| Feature                | Qty                      | Feature               | Qty                      | Feature               | Qty                      | Feature                | Qty                      |
|------------------------|--------------------------|-----------------------|--------------------------|-----------------------|--------------------------|------------------------|--------------------------|
| ADA Station            | <input type="checkbox"/> | Drwg/Design Tables    | <input type="checkbox"/> | Microphone            | <input type="checkbox"/> | Sewing Stations        | <input type="checkbox"/> |
| Art Lab                | <input type="checkbox"/> | DVD Player            | <input type="checkbox"/> | Microwave             | <input type="checkbox"/> | Sink                   | <input type="checkbox"/> |
| Audio/Visual Devise    | <input type="checkbox"/> | Easel                 | <input type="checkbox"/> | Mini-DV               | <input type="checkbox"/> | Sound Equipment        | <input type="checkbox"/> |
| Ballet Bar             | <input type="checkbox"/> | Elmo Projector        | <input type="checkbox"/> | Mirror                | <input type="checkbox"/> | Sound System           | <input type="checkbox"/> |
| Banked Lighting        | <input type="checkbox"/> | Eye Wash Station      | <input type="checkbox"/> | Moveable Chairs       | <input type="checkbox"/> | Sprung Floor           | <input type="checkbox"/> |
| Black & White Printer  | <input type="checkbox"/> | Fan                   | <input type="checkbox"/> | Moveable Desks        | <input type="checkbox"/> | Stock Ticker           | <input type="checkbox"/> |
| Blu-Ray Player         | <input type="checkbox"/> | Fax Machine           | <input type="checkbox"/> | Moveable Tables       | <input type="checkbox"/> | Stove                  | <input type="checkbox"/> |
| Broadcasting Studio    | <input type="checkbox"/> | Fixed Chairs          | <input type="checkbox"/> | MP3/MP4 Player        | <input type="checkbox"/> | Symposium              | <input type="checkbox"/> |
| Bulletin Board         | <input type="checkbox"/> | Fixed Desks           | <input type="checkbox"/> | Nexus System          | <input type="checkbox"/> | Tiered-Fixed Seating   | <input type="checkbox"/> |
| CD Player              | <input type="checkbox"/> | Fixed Tables          | <input type="checkbox"/> | Oven                  | <input type="checkbox"/> | Tracking Camera        | <input type="checkbox"/> |
| Ceiling Mtd Projector  | <input type="checkbox"/> | Flat Panel Screen     | <input type="checkbox"/> | Overhead Projector    | <input type="checkbox"/> | Tracking Microphone    | <input type="checkbox"/> |
| Ceramic Equipment      | <input type="checkbox"/> | iMac Lab              | <input type="checkbox"/> | PC                    | <input type="checkbox"/> | TV                     | <input type="checkbox"/> |
| Chalk Board            | <input type="checkbox"/> | IT Lab                | <input type="checkbox"/> | Phone                 | <input type="checkbox"/> | Two Way Mirror         | <input type="checkbox"/> |
| Chalk Board With Lines | <input type="checkbox"/> | ITV Equipment         | <input type="checkbox"/> | Photography Studio    | <input type="checkbox"/> | VCR                    | <input type="checkbox"/> |
| Clock                  | <input type="checkbox"/> | Lab Preparation Rooms | <input type="checkbox"/> | Piano                 | <input type="checkbox"/> | Vent Hood              | <input type="checkbox"/> |
| Color Printer          | <input type="checkbox"/> | Lectern               | <input type="checkbox"/> | Powered Screen        | <input type="checkbox"/> | Wall Talker Board      | <input type="checkbox"/> |
| Commercial Appliances  | <input type="checkbox"/> | Lectern & Microphone  | <input type="checkbox"/> | Printmaking Equip     | <input type="checkbox"/> | White Board            | <input type="checkbox"/> |
| Computer for Dietary   | <input type="checkbox"/> | Lecture Capture       | <input type="checkbox"/> | Pull Down Screen      | <input type="checkbox"/> | White Board With Lines | <input type="checkbox"/> |
| Copy Machine           | <input type="checkbox"/> | Lighting Equipment    | <input type="checkbox"/> | Radiation Area        | <input type="checkbox"/> | Writing Center         | <input type="checkbox"/> |
| Critique Rm-Photo      | <input type="checkbox"/> | Living Room Set Up    | <input type="checkbox"/> | Reading Lab           | <input type="checkbox"/> |                        |                          |
| Cutting Table          | <input type="checkbox"/> | Locking Cabinets      | <input type="checkbox"/> | Refrigerator          | <input type="checkbox"/> |                        |                          |
| Demonstration Stage    | <input type="checkbox"/> | Mac                   | <input type="checkbox"/> | Rocks                 | <input type="checkbox"/> |                        |                          |
| Dining Room            | <input type="checkbox"/> | Machine Shop          | <input type="checkbox"/> | Rock Cut/Polish Equip | <input type="checkbox"/> |                        |                          |
| DJ Booth               | <input type="checkbox"/> | Maps                  | <input type="checkbox"/> | RTV Editing Room      | <input type="checkbox"/> |                        |                          |
| Document Camera        | <input type="checkbox"/> | Math Lab              | <input type="checkbox"/> | Scanner               | <input type="checkbox"/> |                        |                          |
| Drafting Tables        | <input type="checkbox"/> | Microfilm Reader      | <input type="checkbox"/> | Sculpture Equipment   | <input type="checkbox"/> |                        |                          |

Chair/Director  
OBTAINING or  
RETAINING  
space:   
Signature  
  
Printed Name

Dean/AVP  
OBTAINING or  
RETAINING  
space:   
Signature  
  
Printed Name

VP  
OBTAINING or  
RETAINING  
space:   
Signature  
  
Printed Name

Chair/Director  
RELEASING  
space:   
Signature  
  
Printed Name

Dean/AVP  
RELEASING  
space:   
Signature  
  
Printed Name

VP  
RELEASING  
space:   
Signature  
  
Printed Name

Building  
Liaison  
(Required for  
all changes.)   
Signature  
  
Printed Name

Please send signed originals to Kirk Paul  
at [kirk.paul@tsu.edu](mailto:kirk.paul@tsu.edu):  
Facilities, Maintenance & Construction

Provost or Assoc  
Provost must sign  
**ALL CLASSROOM &  
CLASS LAB** change  
requests.   
Signature  
  
Printed Name

ALL CHANGES TO FACILITY SPACE  
**MUST** BE DOCUMENTED THROUGH THE  
FACILITIES MAINTENANCE & CONSTRUCTION  
OFFICE.