



Space Change Request Form

INSTRUCTIONS:

This form is used to request changes to campus space use, department association, room capacity, addition/deletion of space, change in CIP code, and/or change of room function program code. The request must be fully routed and approved prior to the alteration of space utilization.

Please reach out to the **Campus Space Planning** with questions regarding the form or the current space use and information, as reported to the Texas Higher Education Coordinating Board.

Requesting Department/College/Division: _____

Contact Name: _____ Phone: _____ Email: _____

Type of request:

Select Option

Building Name: _____ Room Number: _____

Details of request:

1. Change of current space use code

Describe the anticipated primary use of the requested space:

Examples include classroom, office, conference room, storage, laboratory. A full list of categories and descriptions can be found on our website at <http://www.tsu.edu/about/administration/facilities/pdf/space-use-codes.pdf>.

2. Change in department association for a current space

Existing department name: _____

New department name: _____

3. Change in current room capacity

Current capacity: _____

New capacity: _____

4. Addition or deletion of current space

Explanation for request:

5. Change in Coordinating Board CIP (Classification of Instructional Programs) code

Coordinating Board CIP codes are used to identify administrative and support functions.

Examples include General Use, Student Activities, Food Service, Administrative Support, etc. If applicable, rooms can be prorated up to 3 times for shared spaces, with a total percentage equaling 100%. A full list of codes can be found on our website at <http://www.tsu.edu/about/administration/facilities/pdf/cip-codes.pdf>.

Instructional Program 1 Name: _____

Percentage of Use: _____%

Instructional Program 2 Name: _____

Percentage of Use: _____%

Instructional Program 3 Name: _____

Percentage of Use: _____%

Space Change Request Form

6. Change of current space Functional Category Code

The Functional Category Code is a program-oriented code that profiles the actual function of a room and helps determine its type of space.

Examples include general academic instruction, library services, financial aid administration, etc. A full list of codes can be found on our website at <http://www.tsu.edu/about/administration/facilities/pdf/functional-category-codes.pdf>.

Current category: _____

New category: _____

Will the requested space require remodeling or improvements? Yes No

Source of funding: _____

Space to vacated, if applicable: _____

Description of the request:

Provide any other information or special requirements for the space (technology, equipment, etc.):

Required Approvals, in Order: (**All signatures must be present to indicate full approval and are subject to review by the Texas Higher Education Coordinating Board. If all parties do not approve, the request will be denied in full.)

Requestor:

Signature: _____

Date: _____

Printed Name: _____

Dean of the School/College:

Approved Denied

Signature: _____

Date: _____

Printed Name: _____

Department's Vice President or Provost:

Approved Denied

Signature: _____

Date: _____

Printed Name: _____

Campus Space Utilization:

Approved Denied

Signature: _____

Date: _____

Printed Name: _____

Director of Facilities Innovation Services:

Approved Denied

Signature: _____

Date: _____