

UNIVERSITY OF CONNECTICUT
ARCHITECTURAL AND ENGINEERING SERVICES
PLANNING AND PROGRAM DEVELOPMENT

SPACE CHANGE FORM

Date of Submission: _____

Instructions for completing Space Change Form:

These instructions are intended to assist with and simplify the process of making changes to the use of University space. This completed form aids Planning and Program Development in tracking space use on campus for reports to internal and external users. The space inventory managed by Planning and Program Development is the official record of space assignments. Below are listed typical changes, which require the use of this form.

Change in Function:

Assignment or re-assignment of space within a department should be documented on the “*Space Change Form*” which must be submitted to Architectural and Engineering Services.

Reassignment across Departments within a College:

Assignment or re-assignment of space between departments within a College does require a “*Space Change Form*” be submitted to Architectural and Engineering Services.

Vacated/Departure Space:

Assignment or re-assignment of vacated or departed space within a single department does require the submission of a “*Space Change Form*” to Architectural and Engineering Services.

Auxiliaries (Student Affairs/Residence Life/Athletics, etc):

All changes in space within the departments categorized as “Auxiliaries” do require a “*Space Change Form*” be submitted to Architectural and Engineering Services.

Effective Date of Change: _____

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Space Affected By Change

Campus Location: _____ Building Name/Number: _____

Room Numbers: _____

Change in Function Reassignment within College New Space

Vacated/Departed Space Auxiliary Change

Brief description of change:

Previous Occupant Information

Staff/Faculty Name(s): _____

Department Name: _____

Contact Person: _____ Phone Number: _____

New Occupant Information

Staff/Faculty Name(s): _____

Department Name: _____ NCES Use Codes: _____

Contact Person: _____ Phone Number: _____

Submitted by: _____ Date: _____

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SPACE CHANGE FORM

Submit to: Architectural and Engineering Services, Unit 3038
Planning and Program Development
Email: Alexandria.Roe@uconn.edu
Fax: (860) 486-3117

For Planning and Program Development Use ONLY

AES Log No. _____

Change reviewed by: _____ Date: _____

Space inventory updated by: _____ Dated: _____