



SPACE UPDATE FORM
 Office of Facilities Information
 Facilities Planning and Construction
 4211 Elgin Suite 200
 Houston, TX 77204
 Phone: 713-743-8025

In an effort to maintain accurate facilities information, it is required that you complete this form pertaining to changes in space. You can also attach any supplemental documents to this form.

REQUESTOR INFORMATION

Name: _____
 Department/College/Division: _____
 Contact Phone Number: _____
 Office Location/Building/Room#: _____
 Today's Date: _____
 Signature: _____

CHECK ALL THAT APPLY

- An area is undergoing, scheduled for, or has had renovations completed
- Rooms need numbers assigned or new signage ordered.
- Change in department number, department name, or department occupancy
- Change in departmental facilities contact person
- Room(s) has changed in type or usage.
- You would like copies of floor plans.
- You notice a discrepancy in the floor plans.
- Space requires a lock or key change.
- You have a need for any facilities-related reports.

UPDATE INFORMATION

Building #/Name: _____
 Room #(s) or Area: _____

Please provide a detailed description of any changes:

We thank you for taking the time to complete this form in order to keep our records current.

IF YOU NEED ANY ASSISTANCE, PLEASE CONTACT OUR OFFICE:

Floor Plans – Chad Thome Ext 3-4031
 Space Information or General Questions – Dawn Dartez Ext 3-5214 or Edgar Banda Ext 3-5524