

## Returned Space Checklist

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room/Suite: \_\_\_\_\_

Name of group returning the space : \_\_\_\_\_

### **Contact Information:**

Primary contact: \_\_\_\_\_ Secondary contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Space Ownership:**

The space being returned is: Owned  Leased

Who owns the space if it is leased to WUSM : \_\_\_\_\_

Contact information for owner: Name \_\_\_\_\_ Phone: \_\_\_\_\_

### **New Location:**

Is the vacating Dept./Group being moved to a new location: Yes  No

Date new space (if applicable) is being occupied: \_\_\_\_\_

Who is the WUSM Project Manager (if applicable) : \_\_\_\_\_

Notes regarding the new location: \_\_\_\_\_

\_\_\_\_\_

### **Timing:**

Date the current space is being vacated/returned: \_\_\_\_\_

Is there a notice requirement for vacating the space: Yes  No

If yes, when must notice be given: \_\_\_\_\_

### **Furniture:**

Furniture is being: Removed  Left in Place

Notes regarding furniture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Returned Space Checklist - continued

### **Special Equipment:**

Is there any special equipment in the space : Yes  No

If Yes, please describe the equipment and where/how it will be moved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Cleaning / Repairs:**

Who will be responsible for cleaning the space:

WUSM Facilities  Occupant  Other Party

Notes regarding cleaning or any needed repairs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Environmental Health and Safety:**

Is there anything in the space that needs EH&S review: Yes  No

If Yes, has EH&S Lab Safety Status form been completed: Yes  No

If Yes, please described the items needing EH&S review: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Keys and Locks**

Entry/Exit doors re-keyed to WUSM Facilities Only: Yes  No

Date Changed: \_\_\_\_\_ Master Key Type: \_\_\_\_\_

Please contact the Space Management Coordinator (314-362-8146) if lock changes are necessary.