GUIDELINES:

Issued: June 12, 2015
Revised:

PURPOSE:

To instruct Project Manager on how to fill in the Project Space Utilization Update Form.

DEFINITIONS:

PM – Project Manager

PROCESS:

Items highlighted in yellow are to be completed by the PM.
Items highlighted in gray are to be completed by the Space Management Coordinator.

Date: Enter the date you are submitting the completed form.

Provide Project Information:

Project #: Enter the project number for the project information supplied in this form.

Project Name: Enter the name of the project.

Planner/PM: Enter the name of the Planner or PM that managed the project.

Occupant Department #: Enter the Department number for the Department who will be occupying the space.

Occupant Department Name: Enter the Department name for the Department who will be occupying the space.

Assignee Dept #: If the Assignee Dept number is different than the Occupant Department number, please enter the Assignee Dept number.

Assignee Dept Name: If the Assignee Dept Name is different than the Occupant Department name, please enter the Assignee Dept Name.

If Existing Space is Being Vacated, Provide Information:

Building # Vacated: Enter the Building number that is being vacated.

Building Name Vacated: Enter the Building name that is being vacated.
Date Vacated Existing Space:  *Enter the date that the existing space is being vacated.*

What is happening with the space:  *Indicate if the existing space is being returned to the Dean, being returned to the Space Bank, or being backfilled; if being backfilled, indicate what will be the new Assignee Dept # and the new Occupant Dept #.*

**OSIS Fields:**
Provide the room numbers in the columns that were involved in the project.

Lab Quality:  *Enter the new lab quality rating.*

Lease Code:  *If this space requires a lease, please provide the lease code.*

Construction Substantial Completion Date:  *Enter the construction substantial completion date.*

**AI Space Fields:**
Room Type:  *Enter the room type of the room.*

Occupant:  *Enter the Occupant Department name.*