

## Tarleton State University Space Usage Change Request

*Tarleton State University is responsible for reporting facilities inventory to the Texas Higher Education Coordinating Board (THECB) on an annual basis. This space inventory data includes building, room number, classification of instructional program (CIP), space use code, usage percent, functional category code, square footage, and student station capacity for each room, on all campuses. It is the responsibility of each department to obtain approval and report space usage changes.*

THECB coding for space usage may be found at the following address. (PDF format) usage codes starting on page 72.

<http://www.thecb.state.tx.us/reports/PDF/2520.PDF?CFID=15800328&CFTOKEN=11060997>

*Space usage changes potentially alters utilization, thus, all changes must go through approval. Please provide a detailed description as to the reason(s) for the proposed change. All changes must be approved by College Dean, Provost, Registrar's Office, and Facilities before changes will be made to THECB facilities inventory data.*

Date \_\_\_\_\_

**Requester's**

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Department Head \_\_\_\_\_

Building \_\_\_\_\_ Room # \_\_\_\_\_

**Change requested**

Proposed room usage \_\_\_\_\_ Current room usage (i.e. classroom, office) \_\_\_\_\_

Department percentage of use \_\_\_\_\_ Other Departments using space \_\_\_\_\_

Student Station Capacity    Proposed \_\_\_\_\_    Current \_\_\_\_\_

Reason for change (Justification)

Will this space be used for research?    Yes    No

College Dean \_\_\_\_\_ Provost \_\_\_\_\_

**Enrollment Mgmt**

AVP \_\_\_\_\_ Facilities AVP \_\_\_\_\_