Space Planning Advisory Committee – Individual Space Request / Move Form

EASTERN WASHINGTON UNIVERSITY

1) REQUEST IS FOR:

☐ Add new occupant to existing space
☐ Swap existing space within department
☐ Swap existing space with another department/unit/college
☐ Change occupancy type of existing space

Fill out the following information :

- Current Building Name
- Room number (see floor plans)
- Describe the Type of Space (office, cubicle, storage, etc)

- Name of person
- Job Title/Classification (of each person)
- Status (F/T, P/T, Temp)

Occupant Update – Changes From

Building Name	Room Number	Type of Space (office, cubicle etc)	Name	Job Title or Classification	Status

Occupant Update – Changes To

Building Name	Room Number	Type of Space (office, cubicle etc)	Name	Job Title or Classification	Status