

UNIVERSITY OF CONNECTICUT  
University Planning, Design and Construction  
PLANNING AND PROGRAM DEVELOPMENT

**SPACE CHANGE FORM**

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Date of Submission: \_\_\_\_\_

**Instructions for completing Space Change Form:**

These instructions are intended to assist with and simplify the process of making changes to the use of University space. This completed form aids Planning and Program Development in tracking space use on campus for reports to internal and external users. The space inventory managed by Planning and Program Development is the official record of space assignments. Below are listed typical changes, which require the use of this form.

**Change in Function:**

Assignment or re-assignment of space within a department should be documented on the “*Space Change Form*”, which must be submitted to University Planning, Design and Construction.

**Reassignment across Departments within a College:**

Assignment or re-assignment of space between departments within a College does require a “*Space Change Form*” which must be submitted to University Planning, Design and Construction.

**Vacated/Departure Space:**

Assignment or re-assignment of vacated or departed space within a single department does require the submission of a “*Space Change Form*” to University Planning, Design and Construction.

**Auxiliaries (Student Affairs/Residence Life/Athletics, etc.):**

All changes in space within the departments categorized as “Auxiliaries” do require a “*Space Change Form*” is submitted to University Planning, Design and Construction.

Effective Date of Change: \_\_\_\_\_

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**Space Affected By Change**

Campus Location: \_\_\_\_\_ Building Name/Number: \_\_\_\_\_

Room Numbers: \_\_\_\_\_

Change in Function                      Reassignment within College                      New Space

Vacated/Departed Space                      Auxiliary Change

**Brief description of change:**

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**Previous Occupant Information**

Staff/Faculty Name(s): \_\_\_\_\_

Department Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**New Occupant Information**

Staff/Faculty Name(s): \_\_\_\_\_

Department Name: \_\_\_\_\_ NCES Use Codes: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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**Submit to:** University Planning Design and Construction, Unit 3038  
Planning and Program Development  
Email: [space@uconn.edu](mailto:space@uconn.edu)

**Fax:** (860) 486-3117

**For Planning and Program Development Use ONLY**

UPDC Log No. \_\_\_\_\_

Change reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Space inventory updated by: \_\_\_\_\_ Dated: \_\_\_\_\_