Space Information: Communicating Space Changes

PURPOSE: Use this job aid to communicate updates to the Facilities Space Information team such as incorrect room details (e.g. room number, occupant) and floor plan updates (e.g. door/wall relocation).

CREATE A SPACE CHANGE REQUEST

Useful Tips:
1. In order to search:
   (a) start typing in the selected field or
   (b) use the magnifying glass for a dropdown list.
2. Required fields are marked with a red asterisk (*).

1. From the Facilities Connect Home Screen, click on:
   1. Expand Create Request and click on Change Space

2. Select who the Request is for:
   2a. Me or
   2b. Someone Else

   Type or Search : Building name
   2c. For the from organization, either type in your NUFinancials Department ID or use the magnifying glass to browse for your Department.
   Then select:
   2d. Your NUFinancials Department ID

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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3 Select: A Service Request type

*Once a building has been entered on the form, options for service request type will appear.

Type:

3a) A Service Request type
4 Select Drawing Change Request for requesting a change to an existing drawing (e.g. door in wrong position, split one room into two rooms, drawing inaccuracies, etc.); for additional request types, see below.

3b) A Description of your request

TYPES OF SPACE CHANGE REQUESTS

Below is a list of definitions of the types of Space Change Requests that can be submitted in Facilities Connect.

- **Department Assignment Change Request** for reassigning a space between school units
- **Document Request** for requesting building drawings, floor plans, or other documents
- **Drawing Change Request** for requesting a change to an existing drawing (e.g. door in wrong position, split one room into two rooms, drawing inaccuracies, etc.)
- **Field Verification Request** for requesting space information staff to physically review space assignments in the field
- **Reconfigure Change Request** for requesting a drawing update and/or alterations to space information
- **Report Request** for requesting additional space information unavailable in “Reports”.
- **Space Audit** for a comprehensive review of departmental space assignments and room functions

4 Click: Submit to send your request to the Space Information team