




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

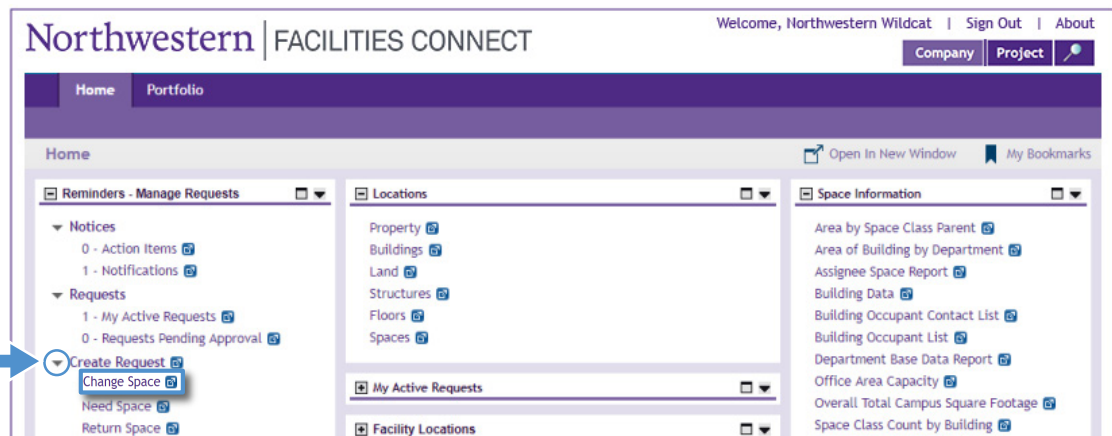
Useful Tips:

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**

1



2 Select who the Request is for:

- 2a** Me or Someone Else

Type or Search  :

- 2b** 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**



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Select:

3a A **Service Request** type

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

Type:

3b A **Description** of your request

3a - **Service Request**

Export 7 total found Show: 10

Name	Description
<input type="radio"/> Department Assignment Change Request	
<input type="radio"/> Document Request	
<input type="radio"/> Drawing Change	
<input type="radio"/> Field Verification	
<input type="radio"/> Reconfigure Space	
<input type="radio"/> Report Request	
<input type="radio"/> Space Audit	

3b - **Describe Your Request**

* Description

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.

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.

Service Request

Export 7 total found

Name
<input type="radio"/> Department Assignment Change Request
<input type="radio"/> Document Request
<input type="radio"/> Drawing Change
<input type="radio"/> Field Verification
<input type="radio"/> Reconfigure Space
<input type="radio"/> Report Request
<input type="radio"/> Space Audit

- **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

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Click:

4 **Submit** to send your request to the Space Information team

* Description

Other Locations

0 total found Find Remove Show: 20

Image	Name	Hierarchy Path	Parent Building	Parent Floor
No data to display				

Assets

0 total found Find Remove Show: 20

ID	Name	Description	Status
No data to display			

4 **Submit**