

# Space Change Form

## WESTERN MICHIGAN UNIVERSITY

This space change request has been initiated for the following reason(s):

Physical Change in the Building
  Documentation Error Detected
  Sign Changes Required

<b>Building Name:</b> _____	<b>Requestor:</b> _____
<b>Building No:</b> _____	<b>Space Editor:</b> _____
<b>Floor No:</b> _____	<b>Date:</b> _____

Modification Type (Change/Removal/ Addition/Merge)	Old Room No	Sq Ft	New Room No	Sq Ft	Space Type	Reason For Adjustments	Signage	Comments

**DWG:** \_\_\_\_\_ **TMA:** \_\_\_\_\_  
 NAME DATE NAME DATE  
**DWF:** \_\_\_\_\_ **SIGNAGE:** \_\_\_\_\_  
 NAME DATE NAME DATE  
**BIM:** \_\_\_\_\_ **FM WEBSITE:** \_\_\_\_\_  
 NAME DATE NAME DATE//