

Space Assignment Notification Form



This form is a notification of occupancy change within an Administrative Department or Academic Faculty space allotment. See the Space Allocation Request form for new space or inter-department / inter-faculty space swaps. Please direct any questions about completing this form to the Space Allocation Coordinator or send an email to facilities@unbc.ca.

Requestor:

Name: _____

Date of Notification (dd/mm/yyyy): _____

Office Assignments:



	Employee Name	Position	Dept	New Office Number	Is this office shared (Y/N)?	Will old office be vacated? (Y/N)	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
1								
2								
3								
4								
5								
6								
7								
8								

Authorization (Dean for Acad Offices, Director for Admin Offices):

Name: _____

Signature: _____

Confirmation Date: