

SPACE INFORMATION

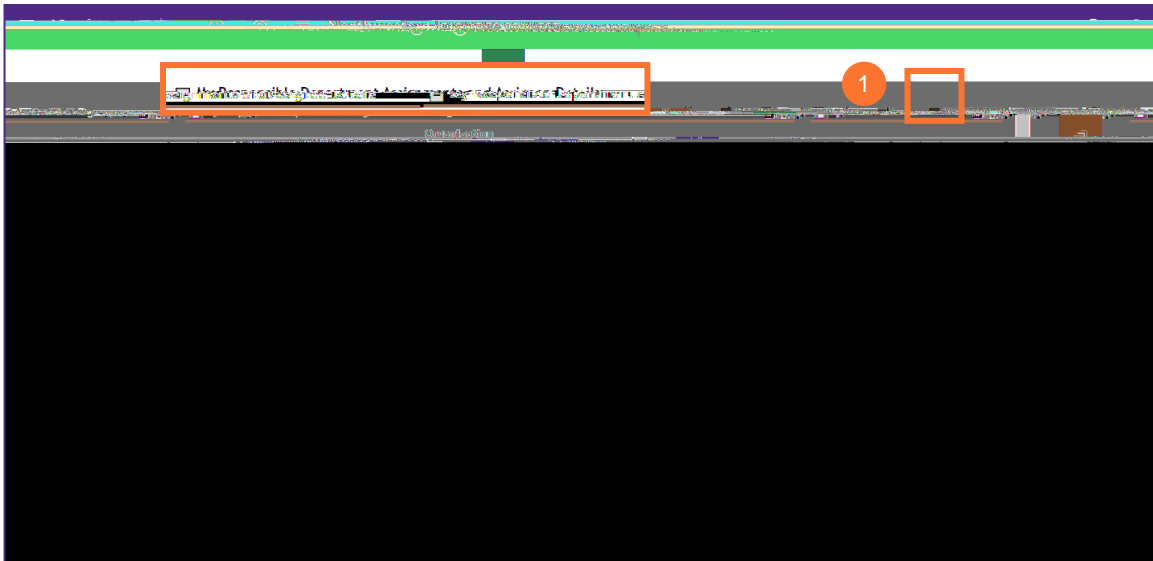
FINDING A RESPONSIBLE SPACE

Provides guidance on how to find spaces you are responsible for and access the Space Details in Facilities Connect.

DIRECTIONS:

1

1



2

2

Use the drop-down menu to select [My Responsible Spaces](#).

2

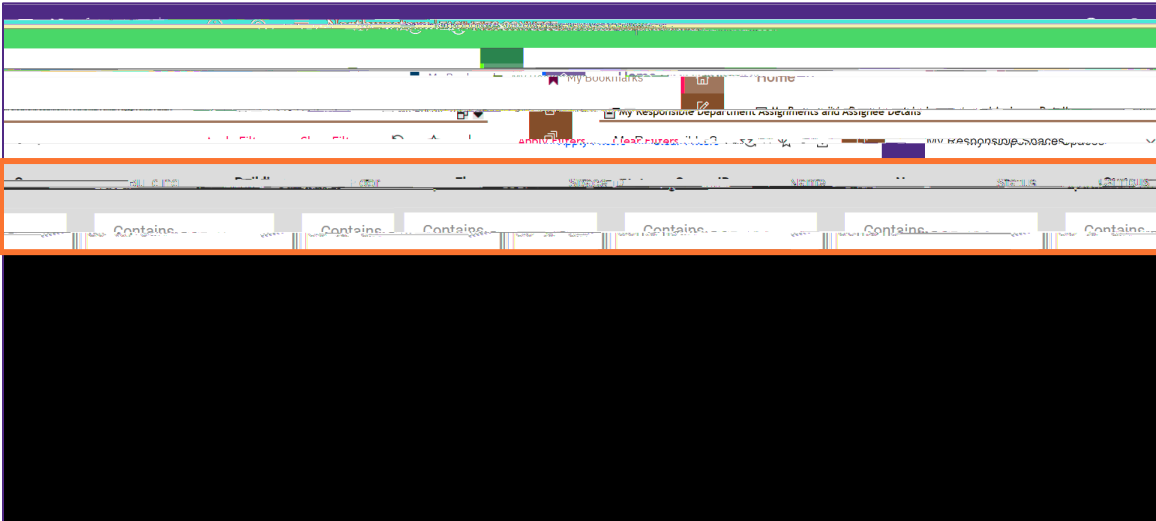
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DIRECTIONS:

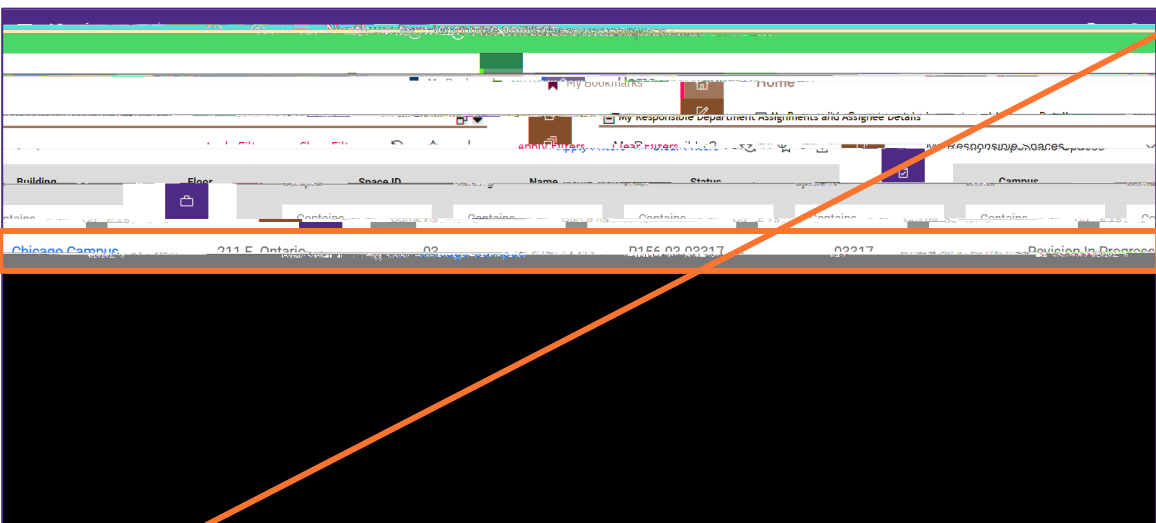
3 From the My Responsible Spaces screen:

3 Use the search fields to filter the list for your desired space.



4 Locate your desired space:

4 Click on Space ID.



Building / Space Details
 Contains building / space demographic information (e.g. ID, Room Number, Description), Area and Capacity information

Space Information
 Contains Space Class

Department Assignments
 Contains Organization Name(s), Description(s), Status, and Area / Percentage Allocated

Occupants
 Contains the individual(s) who

