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:





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Use the drop-down menu to select My Responsible Spaces.



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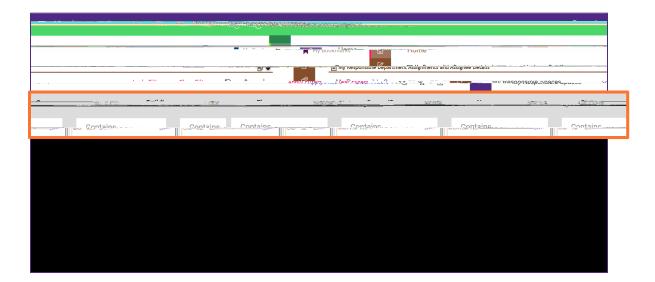
DIRECTIONS:

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From the My Responsible Spaces screen:



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



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Locate your desired space:

Click on Space ID.

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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

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