Blank Room Survey Form

Building Name & Number: _______________________ Room Number: ______________

General Info: Dept Code ______ Dept Name _______ Room Use Description _______

Shared with other departments? _____ Other Departments using Space ________

Functional Usage: Function Code ______ Function Name ______ Space % _______
(See listing) ______ ______ ______

Occupants: Last Name ______ First Name ______ Job Title ______

Equipment: Asset Tag # & Purpose Code ______ Organized Research: Account # ______

A ______ A ______ A ______ A ______

Interviewee(s): __________________________________________________________

(Please print the First and Last Name of each Interviewee)

Date Surveyed: ________________ Surveyor: __________________________

(Please Print)