Department/Unit Programming Worksheet

Submit Worksheet

* Note: For spaces/work stations which are occupied by multiple personnel, please list each person on a separate line.

Current Bldg.	**Current Room#**	**Space Type** (e.g., Reception, Office, Conference Room, Supply Closet, Break Room, Copy Room, etc.)	**Departmental Function/Operation** (e.g., Administrative, Research, Outreach, Student Services, Marketing, Budget, IT, etc.)	**Position** (HR Title)	**Name**	**FTE %**	**Classification** (Faculty, Staff, or Student)	**Comments** (e.g., Adjacency needs, co-locations, needs private office, can work in a cubicle, behind the scenes processing, etc.)