



Angelo State University

## Space Planning and Utilization January 2019 Newsletter

### Porter Henderson Library Third Floor Room Numbers

All rooms on the third floor of the Library are getting new room numbers. The ABC&D prefixes are going away! New room number signs will be in place before Spring Semester begins on January 14th. [Click Here](#) to access new and old floor plans on our Facilities Inventory Webpage. There will also be a 'crosswalk' list of old room numbers and the new number available on SharePoint. Look for Building 109 Porter Henderson Library files.



If you have included old room number in a class syllabus, letterhead, business cards, website, etc. please be aware that they will need to be updated. If faculty members regularly refer students to their offices, they might send a specific communication to them of their updated room number. Temporary signs will be in place on the classrooms, Writing Center, Tutor Center, and Math Lab for students to more easily find their way in the first few days of class and 'You Are Here' wayfinding plans will be placed at each entrance to the floor. We will attempt to make this transition as painless as possible.

If you have any questions or need help please feel free to contact the Special Events office in the University Center and they will be happy to assist you.

### Room Sign Templates



Did you know that there is a Room Signage Name Plate Template available on our Facilities Inventory Webpage? [Click Here](#) to access the pdf file. All of the campus standard room signs have a window that you can slide a business card in, or make a custom name plate with this template. You are

encouraged to identify your office for the ease of the campus and visitors to find you.

## Space Change Request



us to keep the Facilities Inventory as up-to-date as possible.

All changes in campus space use need to be documented by filling out a Space Change Request. This includes even moving to a different office, or using a room in a different way (e.g. using an empty office as storage). We have made this process easy by making available an online form [click here](#). All you need to do is fill in the information as best you can and we will forward it for the necessary approvals. Thank you for helping

## Campus Floor Plans

Floor plans of every campus building are available for faculty and staff to access at any time on our Facilities Inventory Webpage. [Click Here](#) to access them on SharePoint. We are currently in the process of drawing new floor plans for the entire campus and we are constantly updating them to keep up with changes that occur. They are there for your reference. If you see any discrepancies or notice something that needs updating, please let us know. You can email [tracie.howell@angelo.edu](mailto:tracie.howell@angelo.edu).



### Space Planning and Utilization

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**[Contact us with any questions.](#)**