

Relinquish Space

Survey Only

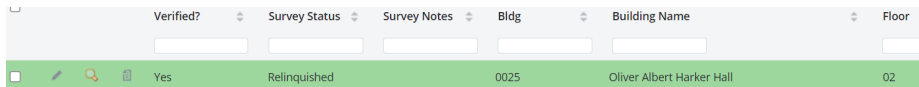


Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Relinquishing Process

- Relinquishing space means that it is no longer being used by the College and it is being added back to the campus inventory for availability for other Colleges.
- Fill out [Space Release Request Form](#)
- Verify Relinquished Space in Archibus Web Central



| Verified? | Survey Status | Survey Notes | Bldg | Building Name | Floor |
|--------------------------|---------------|--------------|------|---------------------------|-------|
| <input type="checkbox"/> | Yes | Relinquished | 0025 | Oliver Albert Harker Hall | 02 |

- Check off Relinquished Space on the Certification Form

Y N I relinquished space in the verification process. **If yes**, please check the box that you have submitted the required form to the Provost Office or you have a reassignment letter.

- Don't forget to email the certification form to notify us that you have completed the survey.

