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Verify Space

Survey Only



Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Verify Space Reminders

- Use export to excel to save or print the space that needs to be verified.
- Your survey is not complete unless the three statements below are true:
 1. ALL of the rooms are showing green (verified or relinquished) in Archibus Web Central
 2. The certification form has been filled out, signed and emailed
 3. You have received a confirmation email from FIR
- Relinquished space only applies to space that is to be made available outside of the College it is currently assigned to.
 1. Show room as relinquished in Archibus Web Central
 2. Add note to the relinquished record in the Archibus Web Central
 3. Submit Space Release Request Form
 4. Check off relinquished space check box on the certification form



**Thank you for
participating!**

