

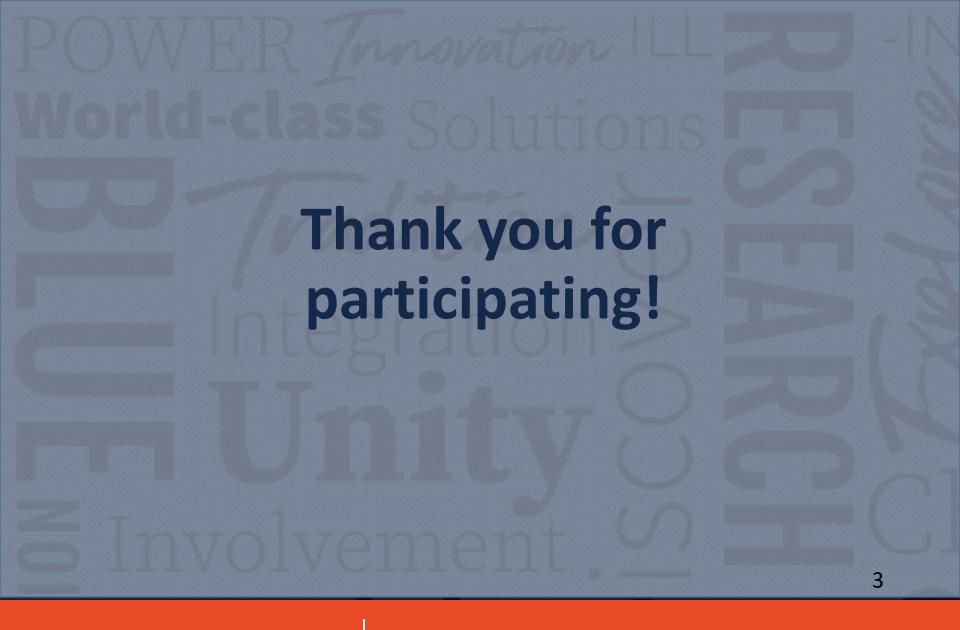


Facilities & Services

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:
 - ALL of the rooms are showing green (verified or relinquished) in Archibus Web Central
 - The certification form has been filled out, signed and emailed
 - 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 From
 - 4. Check off relinquished space check box on the certification form







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