# Space Evaluation Checklist

<table>
<thead>
<tr>
<th>Building:</th>
<th>Room #</th>
<th>State Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Seats:</td>
<td>Design Occupancy #:</td>
<td>Actual Seating Occupancy:</td>
</tr>
</tbody>
</table>

Physical Access Limitations:

Facility Use Custodian: Space Approver(s):

Unit Space Custodian: Space Scheduler:

Restricted Use Equipment:

Parameters for Use: Licensed Attendant Required:

Accreditation Mandates:

Hazardous Materials: Licensed Attendant Required:

Specialized Software:

Applicable State and/or Federal Laws:

Liability:

Other Restrictions:

Type of Lighting:

Type of Flooring:

White Boards:

Windows:

Data Outlets:

Electrical Outlets:

Plumbing:

Type of Seating:

Type of tables:

**Technology:**

<table>
<thead>
<tr>
<th>Podium:</th>
<th>TV:</th>
<th>Document Station:</th>
<th>DVD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCR:</td>
<td>Screen:</td>
<td>Projector:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Clock:</td>
<td>Computer:</td>
<td>Other:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Locking Mechanism:

Hours Space Open/Available:

Academic Use:

Multi-purpose Use:

Proposed Classification if different than current: