



ASSIGNMENT OF SPACE REPRESENTATIVE

The department of _____ has appointed

_____ to the position of Space Representative.

Printed Name

If for some reason this person can not continue with these duties, another Space Representative will be assigned immediately and a new form will be signed and turned into Space Management.

Date: _____

Department Head:

Printed Name

Signature

Space Representative:

Printed Name

Signature

NOTIFICATION OF CHANGE OF SPACE REPRESENTATIVE

The department of _____ is notifying Space

Management that _____ is no longer in the position of Space

Representative.

The department will submit a new Assignment of Space Representative to Space Management within 30 days of this date.

Date: _____

Department Head:

Printed Name

Signature