

# Room Number Request

## Requestor Information

Requestor Name:

Requestor Email:

Requestor Department & Title:

## Project Information

Project Title:

Project Manager Name:

Project Expected Start Date:

Project Expected Completion Date:

Scope of Work:

I understand that it is my responsibility to request room access through the Key Management System (KMS) once the room number request has been completed.  
[Key Management System \(KMS\) | Operations Division | TTU](#)

I have read the Room Numbering Standards OP (OP61.21) prior to submitting the room number request.

[OP 61.21: Room Numbering Standards | Operating Policies & Procedures | TTU](#)

**Submit this form and required files to [spacepladmin.facinvcomm@ttu.edu](mailto:spacepladmin.facinvcomm@ttu.edu)**