



# ADD ROOM NUMBER(S) TO PROPERTY INVENTORY SYSTEM

To add room(s) to a building that exists in the Property Inventory System:

Building Number \_\_\_\_\_ Building Name \_\_\_\_\_

Room(s) to Add:

Floor	Room	Floor	Room	Floor	Room

To add room(s) to a building that does not exist in the Property Inventory System:

Building Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_

Room(s) to Add:

Floor	Room	Floor	Room	Floor	Room

Email completed form to Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).