



### How to Check Assigned Room and Room Capacity

1. To find the room capacity, type **“Location Search – Central”** in the search bar. The following menu will open and can be used to refine search criteria.

- a. **Location Hierarchies (Required)**  
Enter the building you are searching for.
- b. **Location Usage (Required)**  
This is pre-filled and does not need to be edited. Business Asset can be removed if specifically searching for a classroom.
- c. **Location Name (Optional)**  
Used to refine the search results. This is the specific location name as it appears in the Course Section Search – Central report.

1. The location seat capacity can be seen on the search results screen.

Reference ID	Campus	Location Hierarchies (Building)	Location Name (Building (abbrev)-Floor #-Room)	Instructional Use	Location Usage	Capacity (Seat Capacity)
OBL10029-8CE2A275-E87F-E411-BADF-005056815BC9	UBC-Okanagan	Science Building (SCI)	📍 SCI-Floor 3-Room 337	Yes	Business Asset Instructional Work Space	104

