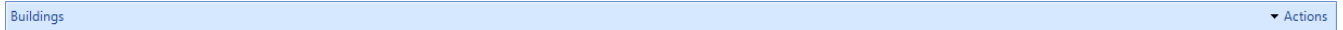


Buildings Tab - Remove Buildings

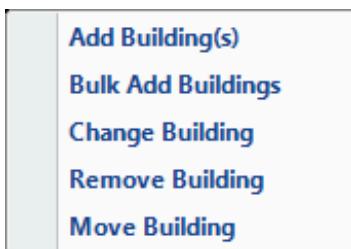
Wed, Jan 17, 2024 [Contract Actions](#)

1. To remove a Building from a contract the User will first need to highlight the Building to be removed.

2. Click on the Actions button on the Buildings tab.



3. This menu will be displayed:



4. Click on the Remove Building menu option. The [Reason for Contract Change](#) window will then open:

5. However if there are Work Orders that will be affected the [Affected Work Orders Screen](#) will open.

6. Once the User has decided what to do with any affected Work Orders (if applicable). The Building will be removed.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=201>