

SPACE RENOVATION REQUEST

Reference: UCC Operational Policy OP-7-0 Space Renovations

Note: This form to be submitted for all space renovation requests valued under \$25,000. Renovations requests will be considered for inclusion in the annual renovations budget for the upcoming fiscal year. The available resources in this budget will not normally exceed \$50,000 annually. Examples of renovations falling in this category include moving a microcomputer laboratory; developing new storage space; increasing or decreasing the size of classrooms; construction of new office space; etc.

Emergent renovation requests to be considered outside the annual cycle must be fully substantiated by the originator and supported throughout the review process. Renovation requests identified as a safety requirement will be routed through OH&S for confirmation and recommendation.

Originated by: **Name:**
 Department:
 Date:

Scope of renovation requested (describe work required, identify options if applicable):

Rationale for proposed space renovation (provide justification for project e.g. benefits to program or instruction, departmental efficiencies and administrative practices, as well as impact in not implementing the proposed renovation):

Impact on Classroom Space Utilization (statement on utility of the affected classroom space before and after the proposed renovation, if applicable):

Suggested timing for implementation (identify any factors impacting the programming of this request):

Additional Comments (if required):

Review Comments and Recommendation:

Department Chair:

Dean/Director:

Vice-President:

Facilities Services Review:

Impact on Current Space:

Estimated Cost:

Proposed Implementation (if approved):

Comments and Recommendation:

Space Renovation Committee Review:

Date Reviewed:

Comments and Recommendation: