

Space Changes and Requests Form

If you have any questions or require assistance with the form, please contact the Projects Office at projectoffice@ufv.ca

Contact Informa	ation						
Department:					Date:		
Requestor's Name:							
Phone:			Email:				
Project Informat	tion						
Type of Request:		☐ Change in existing space ☐ Allocation of additional/new space					
Title of Project:							
Building & Room(s)	affected:						
New space will be u	sed by:	☐ Faculty ☐ Staff ☐ Students ☐ Other:					
New space will be u	sed for:	☐ Instruction ☐ Research ☐ Administration ☐ Faculty/Staff Support ☐ Student Support ☐ Other:					
Project Driver(s): □ New Program □ Improve work environment □ Research need □ Inadequate space for current program □ Other:							
3. Funding Informa	ation and E	Budget Estimates					
Do you require assistance with preliminary cost or budget? ☐ YES ☐ NO					□NO		
If YES, please cor	ntact the P	rojects Office at projectoffic	e@ufv.ca				
If NO, please incl	lude any fu	unding and budget estimates	s with you	r proposal form sul	bmission.		
Funding source:	☐ Depar	artment 🗆 Grant 🗆 Institutional 🗆 Other:					
Please include any ir	nformatior	n regarding ongoing costs ar	d funding	requirements:			
		Year 1		Year 2		Year 3	
Capital Costs							
Ongoing operational costs							
Revenues							

4. Design Plans or Sketches		
Do you require assistance with design plans or sketches?	☐ YES	□NO
If YES, please contact the Projects Office at <u>projectoffice@ufv.ca</u>		
If NO, please include any sketches, design plans, or additional information with your proposal form su UFV floor plans can be found on our website: https://www.ufv.ca/operations/floor-plans/	noissimdu	
5. Space/Renovation Information		
Objective/Scope: What issues are you trying to resolve? Have any steps been taken to resolve it by other	r means?	
Project relation: Can this be done in conjunction with other projects? Is it connected to any existing proj	ects?	
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Stakeholders: Describe who (student, staff, faculty) and how many will be affected by implementing this	change?	
What consultation has taken place with impacted stakeholders?		
Space Consideration: Does this project require any temporary swing space during completion?	☐ YES	□NO
If YES, provide more detail. E.g., How much swing space is required? Does the time of year impact the ne	ed?	

Is there a desired project timeline or completion date?	☐ YES	□NO
If YES, provide a timeline and/or completion date:		
What is the rationale for the requested date(s)? (Example: grant expiry, academic schedule, equipment	: delivery d	late)
We recognize that not each principle will applicable, we ask that you fill out what is applicable.		
6. Assessment & Principles		
Campus space is recognized as a critical and limited university resource to be used efficiently and effect and best use for the university. The following principles, developed and approved by the Campus Plann Committee (CPAC), guides space planning and allocation.		-
The university expects that submitted proposals are informed by the Integrated Strategic Plan (ISP) and strategic imperatives. The information you provide in this section will offer a better understanding of will contribute to the review and prioritization of all projects received in this proposal period.		
Through a series of concise descriptions please discuss how your project aligns with the ISP and each of University strategic implementation plan can be found on UFV's website: https://www.ufv.ca/media/assets/strategic-planning/Strategic-Plan-Implementation.pdf	f these 7 P	rinciples:
We recognize that not each principle will be applicable, so please fill out what is applicable.		
Principle A: Learner Perspective First		
Campus space planning and allocation places a high value on the needs of the learners and those who see innovative proposals informed by the scholarship of teaching and learning or by effective pedago	s. Thus, we	expect
Briefly describe how this proposal will advance the Integrated Strategic Plan in your area and how it will opportunities for students to participate in enhanced educational and replated support opportunities of pathway to attaining their educational goals.		on the

Principle B: Program Integrity
Planning will prioritize academic programs and/or service quality and requirements.
Briefly describe how this proposal will promote the program and/or service integrity.
Principle C: Flexibility
UFV's campuses will reflect the ability to adapt to multiple uses, reconfigure spaces, and respond to changing program and service needs.
Briefly describe how this project proposal will promote flexibility at UFV through use of spaces designed to be multi- purpose and adaptable, when appropriate.
For consideration: Will this proposal open space for more than one use? Will this proposal accommodate growth or respond to specific future needs?
Principle D: Sustainability
Space planning will consider environmental impact; health and well-being; and adaptive/re-use of spaces over the longer term.
Briefly describe how this project proposal addresses sustainability; in areas such as environmental impact, human health and livability, and adaptive use. The Office of Sustainability is available to support proponents.
Contact Email: Sustainability@ufv.ca

Principle E: Community Building and Engagement
Space planning and allocation will facilitate interactions between external communities and UFV, and among communities within UFV, providing opportunities for collaboration and engagement.
Briefly describe how this project engages community and supports community building in and/or outside of UFV's community. Include how it might facilitate those interactions.
Principle F: Equity, Diversity, and Inclusion
UFV's campuses will reflect the values of inclusion and diversity, including the principle of designing "with" rather than simply "for".
Please summarize key factors that support or contribute to the Equity, Diversity, and Inclusion (EDI) efforts at UFV. For consideration: Design, process of consultation, culture, function, multiple uses.
Principle G: Accessibility
Space planning will facilitate access for all. Space will prioritize and reflect learner accessibility and the principles of universal design.
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Please list approaches this proposal is taking to reflect the importance of accessibility at the University and what the project needs to meet those standards. For consideration: Would this project create a space for learners that UFV might not yet have on campus? What codes and standards have been and/or need to be considered in this project?

Other considerations:
To your knowledge, are there any potential risks to delivering or not delivering on the project and how would you mitigate these risks?
7. First Approval
Your respective Dean or VP <u>MUST</u> approve this Space/Renovation Project Proposal submission.
Dean or VP:
8. Second Approval
Submissions that include Requests for additional space, new space, or changes to academic/classroom space must be authorized by the CFO and VP Administration and Provost & VP Academic before submitting to CPWG for evaluation.
CFO & VP Admin: Provost & VP Academic:
9. Submit Proposal and Supporting Documentation
When you click the submit link, you will be directed to a submission page where you will attach this signed and completed proposal form along with all supporting documents. Thank you! Campus Planning and Facilities Management

SUBMIT