

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

1. Contact Information			
Department:		Date:	
Requestor's Name:			
Phone:		Email:	

2. Project Information	
Type of Request:	<input type="checkbox"/> Change in existing space <input type="checkbox"/> Allocation of additional/new space
Title of Project:	
Building & Room(s) affected:	
New space will be used by:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Other: _____
New space will be used for:	<input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Administration <input type="checkbox"/> Faculty/Staff Support <input type="checkbox"/> Student Support <input type="checkbox"/> Storage <input type="checkbox"/> Other: _____
Project Driver(s): Please check all that apply	<input type="checkbox"/> New Program <input type="checkbox"/> Improve work environment <input type="checkbox"/> Research need <input type="checkbox"/> Inadequate space for current program <input type="checkbox"/> Other: _____

3. Funding Information and Budget Estimates			
Do you require assistance with preliminary cost or budget? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, please contact the Projects Office at projectoffice@ufv.ca			
If NO, please include any funding and budget estimates with your proposal form submission.			
Funding source:	<input type="checkbox"/> Department <input type="checkbox"/> Grant <input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____		
Please include any information regarding ongoing costs and 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 projectoffice@ufv.ca

If NO, please include any sketches, design plans, or additional information with your proposal form submission.
UFV floor plans can be found on our website: <https://www.ufv.ca/operations/floor-plans/>

5. Space/Renovation Information

Objective/Scope: What issues are you trying to resolve? Have any steps been taken to resolve it by other means?

Project relation: Can this be done in conjunction with other projects? Is it connected to any existing projects?

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 need?

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 MUST 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