

## UFV Space Request Form (Changes / Relocations / Renovations)

**Date of Request**

**Requestor Name:**

**Department / Program:**

**Contact Email:**

**Project Name**

**Request Detail**

**Type of Request:**

- New Space Request
- Temporary Space Allocation
- Reallocation/Move
- Office/Desk Space Request
- Shared Space Request

- Renovation Request
- Additional Space Request

Is this space currently being used?

- Yes  No

**Project Summary:**

*Briefly describe what is requested, why it's important, the expected benefits or outcomes, and any relevant background.*

**Justification/Rationale:**

Explain how this request aligns with UFV's priorities (academic, operational, enrollment, student success, etc..

**Description of Request:**

Briefly describe the space needed, including size, location, room number, and any specific requirements. Please include how the space will be used/purpose, and any specific renovation requests and/or furnishings required to ensure the space is fit-for-purpose

**Proposed Duration of Use:**

Temporary (up to 6 months)

Ongoing

**Alternative Solutions Considered:**

List any alternatives explored before submitting this request.

**Urgency of Request:**

Low (Flexible Timeline)

Medium (Within 2–3 months)

High (Immediate Need) *(Depending on the complexity of the request this may not be attainable)*

**Funding Information**

Have you identified any funding sources internal / external, if so, please describe.

**Impact on Current Operations:**

Describe how this request will affect ongoing operations and whether it will disrupt or improve efficiency.

**Space Utilization Efficiency:**

Explain how well the requested space will be used and if it can be shared with other departments or programs.

**Alignment with Hybrid Learning/Work Models:**

Describe how the requested space supports hybrid learning or work models.

**Strategic Relevance:**

How does this project support institutional priorities (e.g., enrolment, EDI, student success, sustainability)?

**Additional Information:**

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**Department Head / Manager:**

**APPROVAL REQUIRED**

**Dean / Director:**

**Signature:**

**Signature:**

*\*By checking this box, it is acknowledged that the completed form must be forwarded to the Business Manager of your division below*

- Christina Forcier, Chief of Staff, Office of the President (James Mandigo) [Christina.Forcier@ufv.ca](mailto:Christina.Forcier@ufv.ca)
- Kasey Alger, Divisional Business Manager, CFO & VP Administration (Nicole Adams) [Kasey.Alger@ufv.ca](mailto:Kasey.Alger@ufv.ca)
- Alysia Wood, Business Manager, VP Community Engagement (Susan Mide Kiss) [Alysia.Wood@ufv.ca](mailto:Alysia.Wood@ufv.ca)
- Nicole Klassen, Divisional Business Manager, Provost & VP Academic (Tracy Ryder Glass) [Nicole.Klassen@ufv.ca](mailto:Nicole.Klassen@ufv.ca)
- Tiina Higgins, Senior Business Manager, VP Students (Alisa Webb) [Tiina.Higgins@ufv.ca](mailto:Tiina.Higgins@ufv.ca)

This form is designed to ensure that all space and renovation requests are handled transparently and efficiently, aligning with UFV's academic, administrative, and operational visions.