

## 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, President's Office, General Counsel (Audrey Ackah), and University Secretary (Al Wiseman) [Christina.Forcier@ufv.ca](mailto:Christina.Forcier@ufv.ca)
- Kasey Alger, Business Manager, VP Administration (Jackie Hogan) and Chief Financial Officer (Nicole Adams) [Kasey.Alger@ufv.ca](mailto:Kasey.Alger@ufv.ca)
- Alysia Wood, Interim Manager, Business and Operations, VP Community Engagement (Susan Mide Kiss) [Alysia.Wood@ufv.ca](mailto:Alysia.Wood@ufv.ca)
- Nicole Klassen, Business Manager, Provost & VP Academic (James Mandigo) [Nicole.Klassen@ufv.ca](mailto:Nicole.Klassen@ufv.ca)
- Tiina Higgins, Manager, Administration & Communications, VP Students Office (Alissa 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.