

Space Changes and Request 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:

Information

Estimates	
Do you require assistance with preliminary cost or budget?	YES • NO

If YES, please contact the Projects Office at projectoffice@ufv.ca

If NO,

4. Design Plans or Sketches	
Do you require assistance with design plans or sketches?	YES NO
If YES , please contact the Projects Office at _____	
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/floorplans/	

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:

Is there a desired project timeline completion date?	YES	NO
<p>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 date)</p>		

We recognize that not each principle will be applicable, we ask that you fill out what is applicable.

6. Assessment Principles
<p>Campus space is recognized as a critical and limited university resource to be used efficiently and effectively for highest and best use for the university. The following principles, developed and approved by the Campus Planning Advisory Committee (CPAC), guides space planning and allocation.</p> <p>The university expects that submitted proposals are informed by the Integrated Strategic Plan (ISP) and its embedded strategic imperatives. The information you provide in this section will offer a better understanding of your proposal and will contribute to the review and prioritization of all projects received in this proposal period.</p> <p>Through a series of concise descriptions please discuss how your project aligns with the ISP and each of these 7 Principles: University strategic implementation plan can be found on UFV's website: https://www.ufv.ca/media/assets/strategicplanning/StrategicPlanImplementation.pdf</p>
<p>We recognize that not each principle will be applicable, so please fill out what is applicable.</p>

Principle A: Learner Perspective First

Campus space planning and allocation places a high value on the needs of the learners and those who support them. It is recognized that there are diverse and evolving ways to deliver educational and learner support services. Thus, we expect to see innovative proposals informed by the scholarship of teaching and learning or by effective pedagogical practices.

Other considerations:

To your knowledge, are there any potential risks to delivering or not delivering on the project and how would you these risks?

7. First Approval

Your respective Dean or VP ~~Must~~ **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 ~~sign~~ **sign** and completed proposal form along with ~~a~~ supporting documents. **Thank you!** Campus Planning and Facilities Management

SUBMIT