

## SPACE RENOVATION REQUEST

Reference: UCC Operational Policy OP-7-0 Space Renovations

Note: This form to be submitted for all space renovation requests valued under \$25,000. Renovations requests will be considered for inclusion in the annual renovations budget for the upcoming fiscal year. The available resources in this budget will not normally exceed \$50,000 annually. Examples of renovations falling in this category include moving a microcomputer laboratory; developing new storage space; increasing or decreasing the size of classrooms; construction of new office space; etc.

Emergent renovation requests to be considered outside the annual cycle must be fully substantiated by the originator and supported throughout the review process. Renovation requests identified as a safety requirement will be routed through OH&S for confirmation and recommendation.

**Originated by:**      **Name:**  
                                 **Department:**  
                                 **Date:**

**Scope of renovation requested** (describe work required, identify options if applicable):

**Rationale for proposed space renovation** (provide justification for project e.g. benefits to program or instruction, departmental efficiencies and administrative practices, as well as impact in not implementing the proposed renovation):

**Impact on Classroom Space Utilization** (statement on utility of the affected classroom space before and after the proposed renovation, if applicable):

**Suggested timing for implementation** (identify any factors impacting the programming of this request):

**Additional Comments** (if required):

**Review Comments and Recommendation:**

**Department Chair:**

**Dean/Director:**

**Vice-President:**

**Facilities Services Review:**

**Impact on Current Space:**

**Estimated Cost:**

**Proposed Implementation** (if approved):

**Comments and Recommendation:**

**Space Renovation Committee Review:**

**Date Reviewed:**

**Comments and Recommendation:**