
SPACE RENOVATIONS

POLICY NUMBER	ADM 18-0
APPROVAL DATE	FEBRUARY 25, 2004
LAST AMENDMENT	MARCH 22, 2000
REVIEW DATE	SEPTEMBER, 2010
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	VICE-PRESIDENT, FINANCE & ADMINISTRATION AND/OR FACILITIES SERVICES

POLICY

RENOVATIONS OVER \$25,000

Renovations over \$25,000 need to be identified and built into the normal Five Year Capital Planning cycle. Renovation projects in excess of \$25,000 will not normally be implemented for at least 15 months after approval.

Process

1. Renovation projects expected to be over \$25,000 in value should be forwarded by the relevant Dean or Director to the appropriate Vice-President no later than January 15 annually. Proposals should be written on the standard "Five Year Capital Plan Project Submission Form."
2. The Vice-President will forward submissions to the Director, Capital Projects and Construction by January 21.
3. The Director, Capital Projects and Construction will assemble the submissions for review by Facilities and discussion by the Executive and Administrative Council by February 28.
4. The draft Five Year Capital Plan will be circulated for comment by the University community and Senate during the month of April.
5. Following input from the internal community, the final draft of the Plan will be developed by the Director, Capital Projects and Construction by May 7 for review by the Executive and President's Council.
6. The Plan will be presented to the Board of Governors for approval at the Board's June meeting.
7. The approved Plan will be submitted to the Ministry of Advanced Education on or about September 1.

RENOVATIONS UNDER \$25,000

Renovations under \$25,000 in value will be considered for inclusion in the annual renovations budget for the upcoming fiscal year. Normally, the available resources in this budget will not 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; and installation of surveillance systems.

REGULATIONS

1. Renovation requests should be forwarded to, and discussed with, the relevant Dean or Director no later than October 15 annually. Proposals should be written on the standard "Renovations Request" form.
2. The Dean/Director will forward and discuss the request with their respective Vice-President by November 1.
3. The Vice-Presidents will identify and forward to Director of Facilities Services those renovation requests which will be considered for implementation and will inform the Deans/Directors by November 15.
4. All requests will be ranked by the Minor Space Renovation Committee comprised of two Deans, the Director of Information Technology, and the Director of Facilities Services who will chair this Committee. The originator(s) and/or the relevant Dean/Director will be invited to make presentations to the Committee on the renovations proposed.
5. The Director of Facilities Services, assisted by the Director of Information Technology, will develop the budget for the ranked projects likely to fall within the available renovations budget. The project budget will include ALL associated costs including: construction costs; IT network changes; telephone system rewiring; and associated capital requirements including computing equipment and furniture. The costing will be completed by December 15 and will be forwarded to the originator(s) of the request and to the relevant Dean/Director.
6. The Minor Space Renovation Committee will review project budgets and any further information required and confirm the ranking of renovation projects under consideration by December 1.
7. The proposed Renovation Program, in ranked order, will be forwarded to the Vice-Presidents for consideration on or before January 15.
8. The Vice-Presidents will examine the implications of the renovations under consideration before reaching a decision on which renovations are to be carried out in the coming fiscal year.

9. The Vice-Presidents will advise the approved Renovation Program no later than January 31.
10. The approved Renovation Program will be implemented during the following fiscal year, primarily during the summer semester.