



## Space Request - Short Form

Applicants of space allocation, renovation or modernization requests must complete this **Short Form** to describe their needs or plans and to determine what process will be followed for the evaluation and implementation of their requests. Space request applications will be categorized as follows:

SPACE RENOVATION or UPGRADE Request	MINOR SPACE ALLOCATION Request	MAJOR SPACE ALLOCATION Request
<p>The application will be processed as a SPACE RENOVATION or UPGRADE request if <u>all</u> the following checkpoints apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The amount of space allocated remains constant</li> <li><input type="checkbox"/> The space remains allocated to the same department or unit</li> <li><input type="checkbox"/> The request is to improve the allocated space, including:               <ul style="list-style-type: none"> <li>- Room finishes</li> <li>- HVAC, electrical, plumbing and other services</li> <li>- Furniture changes or upgrades</li> <li>- Equipment changes or upgrades</li> </ul> </li> </ul>	<p>The application will be processed as a MINOR SPACE ALLOCATION request if <u>all</u> the following checkpoints apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The change in the amount of space to be allocated or renovated does not exceed 1,000 square feet</li> <li><input type="checkbox"/> The functional classification of the space remains constant, as defined by the Council of Ontario Universities space classification system *</li> <li><input type="checkbox"/> The funding of the project is sourced internally within Brock University</li> <li><input type="checkbox"/> The estimated project cost is below \$100,000</li> <li><input type="checkbox"/> No capacity change of an instructional space</li> <li><input type="checkbox"/> Not significant (&lt;50%) capacity change of a non-instructional space</li> </ul>	<p>The application will be processed as a MAJOR SPACE ALLOCATION request if <u>any one</u> of the following checkpoints applies:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The change in the amount of space to allocated or renovated exceeds 1,000 square feet</li> <li><input type="checkbox"/> The functional classification of the space changes, as defined by the Council of Ontario Universities space classification system *</li> <li><input type="checkbox"/> The funding of the project is sourced externally to Brock University</li> <li><input type="checkbox"/> The estimated project cost exceeds \$100,000</li> <li><input type="checkbox"/> Any capacity change of an instructional space</li> <li><input type="checkbox"/> Significant (&gt; 50%) capacity change of a non-instructional space</li> </ul>
<p>Next Step</p> <ol style="list-style-type: none"> <li>1. Fill this <b>Short Form</b> and submit to Facilities Management for processing, evaluation and implementation</li> </ol>	<p>Next Step</p> <ol style="list-style-type: none"> <li>1. Fill this <b>Short Form</b> and submit to Facilities Management for processing, evaluation and implementation</li> </ol>	<p>Next Steps</p> <ol style="list-style-type: none"> <li>1. Fill this <b>Short Form</b> and submit to Facilities Management for processing</li> <li>2. Once instructed, fill a <b>Long Form</b> in consultation with Facilities Management, IT, Registrar, Institutional Analysis and/or Financial Services</li> <li>3. Liaise with the University's Space Evaluation Committee as required</li> </ol>

**Applicant Information**

Department: \_\_\_\_\_

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Contact: Name \_\_\_\_\_ / Email \_\_\_\_\_ / Ext \_\_\_\_\_

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Date of Application: DD / MM / YY \_\_\_\_\_ Allocation or Change Needed by: DD / MM / YY \_\_\_\_\_

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Authorization of Request by: Name \_\_\_\_\_ / Dean or Associate VP \_\_\_\_\_

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Authorization Signature \_\_\_\_\_ Signature Date: DD / MM / YY \_\_\_\_\_

\* Council of Ontario Universities Major Space Classifications

1 Classrooms	5 Library and In-Library Study Space	11 Non-Library Study Space	14 Common & Student Activity Space
2 Instructional Labs	6 Athletics /Recreation Space		
3 Research	7&8 Food Services, Bookstore & Retail		
4 Academic Offices	10 Administration and Related		

