

SPACE REQUEST PROCEDURES

PURPOSE

The purpose of this document is to provide instructions to members of the University community on how to request space or make modifications to their assigned space.

PROCEDURES

1. Endorsement

Requests for space shall first be endorsed through the completion and approval of a short-form space request.

Requests for space are to adhere to the Space Management Policy, with requests from faculty members submitted to Department Chairs, on to the Faculty Space Coordinator and approved by the Deans prior to engagement with FM.

Similarly, administrative space requests are to be submitted to the Space Coordinator and approved by the relevant SAC member.

2. Engagement with Facilities Management

Once a space request has been endorsed, the Space Coordinator shall engage with the Associate Director, Space Management and Planning to have the scope of the space request evaluated.

FM will evaluate, manage, and implement a Minor Space Request in consultation with its proponent(s) based on the Guiding Principles of the Space Management Policy, the University's Space Management Framework Documents, space availability, and other related factors.

If the space request is determined to be a Major Space Request, the applicant will be directed to submit a Space Request - Long Form.

A space request with any of the following attributes is considered a Major Space Request:

- The change in the amount of space to allocated or renovated exceeds 1,000 square feet
- The functional classification of the space changes, as defined by the Council of Ontario Universities (COU) space categorization system

- The funding of the project is sourced externally to Brock University
- The estimated project cost exceeds \$100,000
- The project involves capacity change of an instructional space
- The project involves significant (+50%) capacity change of non-instructional spaces

A Minor Space Request is defined as meeting none of the above characteristics.

3. Consultation with the Provost

FM shall maintain a list of minor and major space requests. The Associate Director, Space Management and Planning shall meet with the Provost regularly to prioritize these requests based on the following five broad criteria:

- Alignment with University plans and standards
- Excellence, innovation, creativity, and/or inclusiveness
- Benefits
- Stewardship and sustainability
- Investment and risk

The Provost may consult the Space Committee or with others at his or her discretion when setting priorities for space requests.

Any Major Space Request with strategic implications for the use or allocation of University space shall be presented and discussed with the Space Committee prior to review by the President and Vice-Presidents.

A request can be held in the cumulative pool of ranked requests for no more than three years, after which time the proponents of the request must either resubmit the request or withdraw it.

Technical support

Proponents of minor and major space requests and the Space Committee can ask for technical support from FM, Information Technology Services, Registrar's Office, Institutional Analysis, and Finance as needed.

PROCEDURE DETAILS

Effective Date

July 1, 2023

Related Documents

Space Management Policy