



<b>PROCEDURE TO REQUEST A SPACE CHANGE</b>
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<b>Procedure Type:</b>	Management	<b>Initially Approved:</b>	December 17, 2018
<b>Procedure Sponsor:</b>	Vice-President, Finance and Administration	<b>Last Revised:</b>	
<b>Administrative Responsibility:</b>	Facilities Management	<b>Review Scheduled:</b>	December 17, 2023
<b>Approver:</b>	President's Executive Committee		

**A. PROCEDURES**

Space is a valuable, finite resource. The purpose of the Procedure to Request a Space Change is:

- to promote the efficient use of Space;
- to foster a coordinated approach to addressing Space needs;
- to ensure transparency in the Space allocation process; and
- accountability in the use of Space.

**1. GENERAL**

- 1.1 The Department of Facilities Management coordinates the intake process for the following Space requests: new Space requests, Space renovations, and Space use type changes (ex. changing from an office to a meeting room).
- 1.2 Renovation and alteration of Space is any construction that results in a change to the internal arrangement of an existing facility in order to upgrade to a higher standard of quality, increased efficiency or a use differing from its original purpose.

**2. SPACE ALLOCATION CHANGES, USE TYPE CHANGES, AND MAJOR RENOVATIONS**

- 2.1 All Space allocation changes, use type changes and Major Space Renovations must be completed in consultation with Facilities Management when submitting a Prioritize request or a *Space Designation-Use Change* form. This includes:
  - a. an assessment of the current use of Space in the surrounding area;
  - b. a review to ensure requests meet the University's *Space Standards*; and
  - c. an alternate options assessment to ensure responsible use of Space and funds.

## 2.2 Space Designation-Use Change Requests

The *Space Designation-Use Change Request* form is used to change the use type of the Space (e.g.: from an office to a meeting room). Any employee may complete this form which requires approval from the Associate Vice-President, Facilities Management, as well as the requester's Divisional Vice-President. The following criteria must apply when submitting this form:

- a. The request is for a change to an area that is already within a Unit's allocated Space and therefore does not impact an area that has not been allocated to the Unit.
- b. No funding from the Space Planning Committee is being requested.
- c. The request is for a duration of one month (30 calendar days) or longer.

## 2.3 Prioritize Requests

Prioritize requests are submitted by a Designated Requestor for Major Space Renovations or changes in Space allocation. Requests are approved through the Space Planning Committee as per *Appendix I: Schedule of Space Renovations that need Renovation Reserve Funding*. If any of the following criteria apply, a Prioritize request must be submitted:

- a. The request is for Space outside of the Unit's currently allocated Space or impacts another Unit, or
- b. Funding is being requested for a renovation, move, or new furniture request, or,
- c. It's a Business and Retail Service project that affects Space (new retail or food service etc.).

2.4 All decisions made by the Space Planning Committee will be communicated through Facilities Management.

## **3. MINOR SPACE RENOVATIONS AND ALTERATIONS**

3.1 A Unit's Designated Requester submits a request for a Minor Space Renovation through the University's Integrated Workplace Management System. Information such as the funding source (FOAP) and Signing Authority must be included when submitting the request.

3.2 Facilities Management will review and determine if a request meets the requirements of a Minor Space Renovation.

- a. If Facilities Management determines that the request meets the criteria then a Project Manager will complete the scoping, feasibility review, development of a schematic design/layout and cost estimating for the renovation. Approval by the Signing Authority is required once cost estimates are completed.
- b. If Facilities Management determines that the request does not meet the criteria of a Minor Space Renovation they will work with the Designated Requestor to find the appropriate intake mechanism/process.

- c. Once approval has been granted for a minor renovation, the Project Manager, in consultation with the requesting Unit, will develop the project charter and plan in advance of executing the minor renovation.

## B. DEFINITIONS

- (1) **Designated Requester:** means someone that has been designated by a Unit to submit requests and coordinates them on behalf of the Unit.
- (2) **Division Vice-President:** means the Vice-President to which a Unit reports.
- (3) **Major Space Renovation:** Means any or all of the following:
  - a. Requests that have estimated construction costs that are equal to or over \$25,000;
  - b. Requests that require Space designation change;
  - c. Requests that impact other areas;
  - d. Requests that impact Scheduling policies;
  - e. Requests that require funding from the Renovation Reserve Funds; or
  - f. Requests that entails construction/renovation work that exceeds approx. 2-3 months.
- (4) **Minor Space Renovation:** means:
  - a. Requests that have estimated construction costs that is less than \$25,000;
  - b. Requests that require no Space designation use change;
  - c. Requests that do not impact other areas;
  - d. Requests that do not impact Scheduling Policies;
  - e. Unit funding exists;
  - f. Requests requiring construction or renovation work that is less than 2-3 months to complete; or
  - g. Typically includes relocation of workstations, adding power/ data for workstations / multifunctional printer / installation of card door access and painting offices; and also
  - h. excludes any criteria of a Major Space Renovation
- (5) **Prioritize:** means the software used to manage the prioritization of eligible Space allocation and Major Space Renovation requests.
- (6) **Project Manager:** means a Facilities Management resource that coordinates projects.
- (7) **Renovation Reserve:** means a funding source managed by the Space Planning Committee that is allocated for high priority requests for Space changes.
- (8) **Signing Authority:** means the Signing Authority as per the Signing Authority and Contractual Obligations policy.

(9) **Unit:** means any centre, department, division, faculty, program or school; as well as any administrative group of the University

(10) **University:** means Mount Royal University.

**C. RELATED POLICIES**

- Space Management Policy

**D. RELATED LEGISLATION**

**E. RELATED DOCUMENTS**

- Appendix I: Schedule of Space Renovations that need Renovation Reserve Funding
- Space Planning Committee Terms of Reference
- Space Standards

**F. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

Appendix I: Schedule of Space Renovations that need Renovation Reserve Funding.

<ul style="list-style-type: none"> <li>• Approx. Dec 15 - 2018</li> <li>• Approx. Nov 15 - 2019 &amp; beyond</li> </ul>	Deadline for Division/Faculty to enter proposals into Prioritize Software and Dean/AVP to submit for review
<ul style="list-style-type: none"> <li>• Approx. Jan 15 2019</li> <li>• Approx. Dec 15 2019 &amp; beyond</li> </ul>	Deadline for VPs to review and prioritize submitted proposals
<ul style="list-style-type: none"> <li>• Space Planning Committee Meeting (Jan/Feb)</li> </ul>	Space Planning Committee to review proposals Submitted by VPs for their division
<ul style="list-style-type: none"> <li>• February to March</li> </ul>	Facilities Management will undertake the scoping phase: feasibility review and development of scope of work, cost estimates, schematic drawings and schedule
<ul style="list-style-type: none"> <li>• Space Planning Committee Meeting (April)</li> </ul>	Space Planning Committee will review scoped proposals and approve them based on Renovation Reserve Funds availability

<ul style="list-style-type: none"> <li>• Approx. May 15</li> </ul>	Deadline for Division/Faculty to enter proposals into Frontline – Prioritize Software and Dean/AVP to submit for review
<ul style="list-style-type: none"> <li>• Approx. June 15</li> </ul>	Deadline for VPs to review and prioritize submitted proposals
<ul style="list-style-type: none"> <li>• Space Planning Committee Meeting (Jun/Jul)</li> </ul>	Space Planning Committee to review proposals Submitted by VPs for their division
<ul style="list-style-type: none"> <li>• July to August</li> </ul>	Facilities Management will undertake the scoping phase: feasibility review and development of scope of work, cost estimates, schematic drawings and schedule
<ul style="list-style-type: none"> <li>• Space Planning Committee Meeting (Sept/Oct)</li> </ul>	Space Planning Committee will review scoped proposals and approve them based on Renovation Reserve Funds availability