

## 1. GENERAL INFORMATION

**DATE SUBMITTED:**

**DEPARTMENT:**

**DEAN OR DIRECTOR:**

**CONTACT PERSON:**

## 2. OVERVIEW AND REQUIREMENTS

- 2.1 Provide a detailed overview of your space request to include the following: anticipated start date/length of time needed, whether it is for a new/expanding program, number of occupants, student and/or instructor stations, computer and/or faculty labs.

- 2.2 Indicate the number of hours the space will be in use on a daily basis.

	<b>Monday</b> 8am to 5pm (9hrs)	<b>Tuesday</b> 8am to 5pm (9hrs)	<b>Wednesday</b> 8am to 5pm (9hrs)	<b>Thursday</b> 8am to 5pm (9hrs)	<b>Friday</b> 8am to 5pm (9hrs)	<b>Saturday</b> 8am to 5pm (9hrs)	<b>Sunday</b> 8am to 5pm (9hrs)
<b>Fall</b>							
<b>Spring</b>							
<b>Summer</b>							

2.3 What current space does this program use?

2.4 Describe what avenues you have explored inside/outside your faculty.

Has this request been review with your Faculty? ☐ Yes ☐ No

2.5 Indicate preferred space solutions.

### 3. REMODELING AND ENHANCEMENTS

3.1 Describe any remodeling/enhancements required.

### 4. FURNITURE AND EQUIPMENT

4.1 List the furniture and/or equipment required for this space: (tables, chairs, data/video projector, etc.)

## REQUEST FORM OVERVIEW AND DIRECTIONS

This Space Request Form is the official method by which space is requested. It is required whenever a department/program wants to add to or exchange its current space assignment. Some examples are:

- New or expanding program whose space needs cannot be met in its current space assignment.
- Renovations to existing space to accommodate a new functional requirement.

Once Space Planning receives the request, the requestor will be notified in writing that the request has been received. Space Planning will initiate the analysis process at the next available meeting date to determine a solution to the request.

As space is one of the institution's most valued resources, relevance to the Academic Plan, the Strategic Plan, the institution's Mission Statement, and Current Space Utilization are key considerations in resolving space requests. As square footage requested often outweighs the amount of available space, departments and programs are encouraged to manage their space as effectively as possible. This may mean reallocating space internally.

Identifying a solution to a Space Request **may take up to 6 months**. If no solution can be identified during that time, the requestor is notified that no solution is available and the request is cancelled.

### FORM DIRECTIONS

- This form is an electronic template created in Microsoft Word so that you can create digital forms rather than hand written documents.
- **Save** this template form to your departmental or personal folder.
- **Complete a separate digital form** for each request as a separate word document.
- **E-mail the completed requests to the Dean or Director for your area** for approval and submission.
- **The Dean or Director forwards a copy of the form approving the submission to Christine Goddu ([christine.goddu@viu.ca](mailto:christine.goddu@viu.ca)).**

### RESOURCES

- [Course Scheduling Principles](#)
- [Space Planning Resources](#)
- [Course Scheduling Dashboards](#)