



**Physical Resource & Space
Requirements for New and
Revised Academic Programs**

This form is to be completed by the faculty member responsible for the program proposal in consultation with Registrarial Services and the Division of Facilities Management. Contact the Senior Coordinator of Scheduling, Registrarial Services (#4570) or Facilities Planning and Development (#4574) for assistance.

Attach the completed form to the Consultation with the Registrar form prior to submission to the Academic Programs Committee. Additional comments may be attached if required.

Name of program

1.0 Space and Renovations

1.1 Does the new/revised program require space resources in addition to the college/department's present space allocation?

No Skip to question 1.3

Yes Describe below

Type of space

Amount of space

Occupants

Area or capacity

Special requirements

e.g. Fume hoods, cold rooms, A/C etc.

Some examples of types of space are: classroom, office (faculty, staff, graduate student), laboratory (teaching, research), workshop, studio, rehearsal room, field plot, animal facilities, etc.

1.2 Is the college/department aware of space outside of its resources which can accommodate needs?

No Skip to question 1.3

Yes Describe below

1.3 Does the new/revised program require renovations to the college/department's current space?

No Skip to Question 1.3

Yes Describe Below

Desc of renovations

Rooms

Present use

Proposed use

Note - including special installations, e.g. fume hoods

1.4 Has a Project Request form been submitted to Facilities Management for above additions or renos?

No

Yes Please attach a copy of the form.

1.5	Can development of any of the proposed additions or renovations be phased or completed in stages?		
	No		
	Yes		Please attach a copy providing timeframe and costs for each stage

2.0 Equipment

2.1	Does the new/revised program require additional equipment or upgrades to current equipment?			
	No		Yes	Describe
Equipment required				
Quantity required				
Estimated unit cost				
Estimated total cost				

Note - whether the installation of equipment will require additional space or renovations, or if there are special electrical, cooling, ventilation, plumbing, etc. requirements.

3.0 Funding

3.1	Are college/dept funds available for the required new space, renovations or equipment?			
Initial costs				
	No		Yes	
Ongoing operating/maintenance costs?				
	No		Yes	

3.2	Are funds available from non-base budget/external sources towards the cost of any of the new space, renovations, or equipment?			
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Initial costs				
	No		Yes	
Ongoing operating/maintenance costs?				
	No		Yes	

3.3	Will there be a request to the Capital Planning Committee for capital funds to accommodate the program?			
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	No		Yes	
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4.0 Additional comments

4.1	If relevant, please comment on issues such as adequacy of existing physical resources for delivering the proposed program, the feasibility of proposed additions or renovations, sources as funding, etc.			
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Associate Registrar

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Date