# Appendix C: Humber College Space Allocation/ Project Request Form

*Control #*

(*Assigned by Capital Development & Facilities Management*)

### Date:

**Project Name: Applicant Name: School / Department: Position:**

**Email:**

**Phone:**

Updated on: Jan 23, 2018

1. Briefly describe the need(s) and reason(s), e.g., new staff, new programs, etc. for the space allocation request, and/or major benefits that will accrue to the program(s) or service(s) from implementation. Provide evidence-based documentation if the need is a result of a space shortfall.
2. Describe the anticipated type(s) and configuration(s) of the spaces required to accommodate the proposed program(s), service(s) or functions (e.g., collaborative space functions).
3. In case of requests for office space, indicate the names and positions of staff to be relocated (if any) and describe their anticipated types of space needs (e.g., private offices, open offices, support amenities).
4. If installed, briefly describe installation requirements for equipment to be relocated.
5. Will this be financed by your School/Department or are you requesting funds from the College Capital Reserve Funds?
6. Other information, as appropriate.

This **Space Allocation Request Form** must be submitted electronically (in PDF format) to Capital Development & Facilities Management at the following email address:

Angelo Presta

Associate Vice-President

Capital Development and Facilities Management

Email: [angelo.presta@humber.ca](mailto:angelo.presta@humber.ca)

Capital Development & Facilities Management Office - D134, North Campus Telephone: 416 675 6622 Ext. 4356

### Approval(s)

The Vice-President responsible for the school or department submitting a space allocation request must indicate his or her approval in principle by signature below. This approval in principle enables the Department of Capital Development and Facilities Management (CDFM) to advise and assist space allocation requests applicants.

Once received, CDFM will evaluate the request for space allocation in accordance with Section 2.4 of the Space Allocation and Management Procedure. Based on the outcome of its initial assessment, CDFM will advise applicants whether or not they should also complete Part B of the Space Allocation Request Form. The request will be presented to Capital planning & Space Management committee to review and make recommendation to the Executive team.

*Approval*

VP Name

Signature

***FOR CDFM USE ONLY***

Area (NASF): Location:

Estimated Cost: Part B Required (Y/N)