

Capital Project Submission Deadlines

Project Type	How to Submit a Project Request	Submission Deadline
<p>1 Small Projects (<\$50,000) <i>Examples:</i></p> <ul style="list-style-type: none"> Ordering signage, nameplates Painting of rooms, doors Installing security cameras, card readers Installing power or data outlets Purchasing & installing furniture (tables/chairs) Installing whiteboards, cabinets and shelving, keyboard trays, AV equipment (projector, TV screen) 	<p>Submit a service request via our online system at: http://humber.ca/facilities</p> <p>Contact person: Rebecca Muyal, ext. 5570.</p>	<p>For this fiscal 2020-2021 budget and projects to be completed by March 31, 2021: Deadline is December 18, 2020</p> <p>For fiscal 2021-2022 budget and projects to be completed by mid-August 2021: Deadline is January 15, 2021</p>
<p>2 Large Projects (= or >\$50,000) <i>Examples:</i></p> <ul style="list-style-type: none"> Reconfiguration of existing office spaces to increase the number of workstations or offices Upgrading or reconfiguring specialized lab spaces Changing the function of an existing space (converting a meeting/storage room to office space, converting a classroom to a lab or a lab to a classroom) Requesting additional office space to accommodate new hires Purchasing equipment with project estimate > \$50,000 	<p>Fill out a project or space allocation request form. This form is available online at: http://humber.ca/facilities/forms</p> <p>Project/space allocation request requires signature and approval from the SVP/VP responsible for the faculty or department submitting the request.</p> <p>Contact person: Khon Ta, ext. 4143.</p>	<p>For fiscal 2021-2022 budget: Deadline is November 02, 2020</p> <p>CPSMC will review applications and make recommendation to the Executive Team for approval.</p> <p>All “approved” projects over \$50,000 in value will be funded centrally.</p> <p>Project below \$50,000 will need to be included in your annual budget request process and is subject to approval by SVP/VP.</p>