

Space Request Form

This section to be completed by Facilities Management only. If you have any questions regarding the completion of this form, please contact Janet Sauriol at 7199 or Teams	Request No:	
Submit to: saurioj@algonquincollege.com	Received:	

1. Client Information

Academic School / Admin. Department:		Dean / Director:	
Academic Department / Admin. Division:			
Contact:	Phone:		
	Email:		

2. Description of Activity or Need

Title: <i>(Provide a short title for future referencing of the request)</i>			
Campus:		Affected Room(s): <i>(If applicable)</i>	
Space Needed By: (Month / Year) <i>Focus is implementation in FY 25/26 and beyond</i>		Duration of Space Need: (Long-Term; Temporary-Months)	
Classification of Request: <i>(Alteration / reconfiguration of existing activity or space; Expansion of existing activity; space for new activity; Other-Describe)</i>			
Description: <i>(Summarize the activities and functions to be accommodated by the request).</i>			
Summarize the issues and rationale for the space request. <i>Be as detailed as possible as the information provided here will be used to prioritize the request in consideration of all College needs</i>			

3. Indicate Criteria That Aligns with the Space Request: (Check **one** box only)

<input type="checkbox"/>	Legislative Requirement <i>(The space request is required in order to meet legal, compliance, regulatory or contractual mandates)</i>
<input type="checkbox"/>	Strategic or Development Plan <i>(The space request aligns with the College's overall strategies; Learner Driven; Innovation and Quality; Connected; Sustainable; People)</i>
<input type="checkbox"/>	Academic Initiative that Accommodate Enrolment Growth and Build Capacity <i>(The space request is required for new/amended programs; new labs, classroom / increase capacity; etc.)</i>
<input type="checkbox"/>	Staff or Service Function <i>(The space request is an accommodation requirement)</i>

4. Provide Details as it Relates to the Following Criteria: (Fill in only the ones that are applicable)

How does this space request align with the College Business Plan / Strategic Plan
How does the activity generate revenue for the College. NOTE: <i>If your space request is revenue generating, you are required to fill in the attached ROI Form</i>
Describe the urgency of the request: <i>(eg. Activity will not run without this project; Impact if request is not completed)</i>

Describe how this request improves space optimization
How does the request support online activity or work from home policy
Describe how this request improves service to Clients and/or efficiency of college operations
Describe how this request improves quality of the learning environment

5. Funding

Identify any funding that may be available to support this activity

6. ACET Member Endorsement

Confirmation of ACET Member Endorsement
<input type="checkbox"/> I affirm that this space request has been reviewed and endorsed by the appropriate Vice President for submission.