

## Service Request – Short Form

Applicants of space allocation, renovation or modernization requests must complete this Short Form to describe their needs or plans and to determine what process will be followed for the evaluation and implementation of their requests.

If you require floor plans or assistance in completing this form, contact Facility Services at [maintenance@mohawkcollege.ca](mailto:maintenance@mohawkcollege.ca)

| Contact Information                                                                                                                                                                                                                                                                                                                                                           |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|--------------------|------------|--------|-----------|----------|------------------|------------|---------------|--|--|--|---------------------------|--|--|--|
| Requesting department:                                                                                                                                                                                                                                                                                                                                                        |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| VP name or area:                                                                                                                                                                                                                                                                                                                                                              |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| Name:                                                                                                                                                                                                                                                                                                                                                                         |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| Phone:                                                                                                                                                                                                                                                                                                                                                                        | Email:             |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| Request for Service                                                                                                                                                                                                                                                                                                                                                           |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| <p>A. What is the nature of your request?</p> <table border="0"> <tr> <td>New Space</td> <td>Feasibility Review</td> <td>Renovation</td> <td>Design</td> </tr> <tr> <td>Furniture</td> <td>Estimate</td> <td>Study/Inspection</td> <td>New Layout</td> </tr> <tr> <td colspan="4">New Equipment</td> </tr> <tr> <td colspan="4">Please provide specifics:</td> </tr> </table> |                    | New Space        | Feasibility Review | Renovation | Design | Furniture | Estimate | Study/Inspection | New Layout | New Equipment |  |  |  | Please provide specifics: |  |  |  |
| New Space                                                                                                                                                                                                                                                                                                                                                                     | Feasibility Review | Renovation       | Design             |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| Furniture                                                                                                                                                                                                                                                                                                                                                                     | Estimate           | Study/Inspection | New Layout         |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| New Equipment                                                                                                                                                                                                                                                                                                                                                                 |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| Please provide specifics:                                                                                                                                                                                                                                                                                                                                                     |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |
| <p>B. Briefly describe your need. Explain why the service request is needed. Address the implications to your program / service if the request is not approved. (You may attach diagrams.)</p>                                                                                                                                                                                |                    |                  |                    |            |        |           |          |                  |            |               |  |  |  |                           |  |  |  |

C. Please describe the location related to the service request.

| Campus       | Wing/Building                                              | Room numbers | Current usage |
|--------------|------------------------------------------------------------|--------------|---------------|
| Fennell      | FA FB FC<br>FE FEA FF<br>FG FH FI<br>FJ FM FN<br>FQ FR RES |              |               |
| IAHS         | IH                                                         |              |               |
| Stoney Creek | SA SB SC<br>SD SE - CTTC<br>SF SG                          |              |               |
| Other        |                                                            |              |               |

I do not have current space.

D. Do you have a budget? No Yes

Budget amount:

FOAPAL:

E. Date required:

Timeline required (please describe any scheduling conflicts that will need to be accommodated, i.e. events, programs, classes):

F. Equipment.

Will new equipment be placed in this space? No Yes

If yes, please describe the equipment, attach cut sheets and provide quantities.

**Please review the following application categories and identify which category you believe your request falls within and follow the next steps on the following page.**

| <b>Space Renovation or Upgrade Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Minor Space Allocation Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Major Space Allocation Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This application will be processed as a <b>Space Renovation or Upgrade</b> request if <b><i>all</i></b> the following checkpoints apply:</p> <ul style="list-style-type: none"> <li>The amount of space allocated remains constant.</li> <li>The space remains allocated to the same department or unit.</li> <li>The request is to improve the allocated space, including: <ul style="list-style-type: none"> <li>– Room finishes</li> <li>– HVAC, electrical, plumbing, and other services</li> <li>– Furniture changes or upgrades</li> <li>– Equipment changes or upgrades.</li> </ul> </li> </ul> | <p>The application will be processed as a <b>Minor Space Allocation</b> request if <b><i>all</i></b> the following checkpoints apply:</p> <ul style="list-style-type: none"> <li>The change in the amount of space to be allocated or renovated does not exceed 1,000 square feet.</li> <li>The functional classification of the space remains constant, as defined by the Colleges Ontario Facilities Standards and Inventory (COFSI).</li> <li>The funding of the project is sourced internally within Mohawk College.</li> <li>The estimated project cost is below \$100,000.</li> <li>No capacity change of an instructional space.</li> <li>Not significant (&lt;50%) capacity change of a non-instructional space.</li> </ul> | <p>The application will be processed as a <b>Major Space Allocation</b> request if <b><i>any one</i></b> of the following checkpoints applies:</p> <ul style="list-style-type: none"> <li>The change in the amount of space to be allocated or renovated exceeds 1,000 square feet.</li> <li>The functional classification of the space changes, as defined by the Colleges Ontario Facilities Standards and Inventory (COFSI).</li> <li>The funding of the project is sourced externally to Mohawk College.</li> <li>The estimated project cost exceeds \$100,000.</li> <li>Any capacity change of an instructional space.</li> <li>Significant (&gt;= 50%) capacity change.</li> </ul> |

| Space Renovation or Upgrade Request                                                                                          | Minor Space Allocation Request                                                                                 | Major Space Allocation Request                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Step                                                                                                                    | Next Step                                                                                                      | Next Steps                                                                                                                                                                                                                                                                                                                   |
| 1. Complete this Short Form and submit to Facilities Management for processing, evaluation and implementation.               | 1. Complete this Short Form and submit to Facilities Management for processing, evaluation and implementation. | 1. Complete this Short Form and submit to Facilities Management for processing.<br>2. Once instructed, complete a Long Form in consultation with Facilities Management, IT, Registrar, Institutional Analysis and/or Financial Services.<br>3. Liaise with FPES to complete the Evaluation of Space and Renovation Requests. |
| <b>Request Authorization Signatures</b>                                                                                      |                                                                                                                |                                                                                                                                                                                                                                                                                                                              |
| Associate Dean or Director:<br>Signature:                                                                                    |                                                                                                                | Date:                                                                                                                                                                                                                                                                                                                        |
| Dean or Chief Officer:<br>Signature:                                                                                         |                                                                                                                | Date:                                                                                                                                                                                                                                                                                                                        |
| <b>Forward completed form via email to</b><br><a href="mailto:maintenance@mohawkcollege.ca">maintenance@mohawkcollege.ca</a> |                                                                                                                | <b>PLANNING USE ONLY.</b><br><b>Date request received:</b><br><br><b>Request Number:</b>                                                                                                                                                                                                                                     |