

Space Request - Long Form

Applicants for a Major Space Allocation request must complete this Long Form. The request will be evaluated by the Mohawk College Facility Planning and Engineering Services team using the following criteria (refer to the Policy Document for further details):

- A Alignment with college plans and standards
- B Excellence, innovation, creativity, inclusiveness
- C Benefits
- D Stewardship and sustainability
- E Investment and risk

Applicants are encouraged to describe their needs and plans for space with reference to each criterion when completing Part B: Project Rationale of this Long Form.

Applicants are invited to seek, as required, the assistance and input of the following college services to complete this Long Form: Facility Services, Information Technology, Office of the Registrar, Health and Safety, and Financial Services.

Applicant information

Department:

Contact:

Date of application:

Allocation or change needed by:

Authorization of request by (SLT member and VP):

Authorization signature:

Signature date:

Part A – Project Description

Overall project description, background information and rationale for the space request

Please describe, in more detail, the new / proposed change of space usage (function, activities, etc.):

New / Proposed change of space will be used for (choose all that apply):

Classroom	Laboratory	Learning Support	Storage
Research	Student Services	Office	Common Use
Athletics	Assembly	Food Service	Retail
Building Support	Other	Please specify:	

Proposed space will be used by (choose all that apply):

Faculty	Staff	Students	Partners
Other	Please specify:		

Please only respond to the following questions if you are requesting NEW space.

What attempts have been made to locate space within your current space allocation? Has under-utilized space been assessed to solve this need? Have shared space possibilities been explored? Explain. We can also help walk you through this if you are not sure, please contact us.

Have you identified a suitable location for this new space that may be available?

No Yes If yes, identify where.

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

Describe the space and/or attach drawings/floor plans/diagrams.

If applicable, describe any new program and/or enrolment changes related to this space/renovation request.

If applicable, describe projected weekly utilization of the instructional rooms allocated or vacated in terms of additional or fewer hours, considering all semesters and all levels of the program or activity to be offered. Attach spreadsheets/schedules that will support this.

Current space and room usage:

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

I do not have current space.

If applicable, describe high-level estimated or anticipated capital costs (renovation, equipment, other) and recurring operating costs associated with the space allocation or project request. Describe estimated cost savings if applicable.

If applicable, describe any planned or proposed services and staffing changes.

Part B – Project Rationale

Criterion A: Alignment with college plans and standards

Criterion B: Excellence, innovation, creativity, inclusiveness

Criterion C: Benefits

Criterion D: Stewardship and sustainability

Criterion E: Investment and risks