

Campus Planning + Development University of British Columbia – Okanagan Campus



Who is Space Planning & Management?

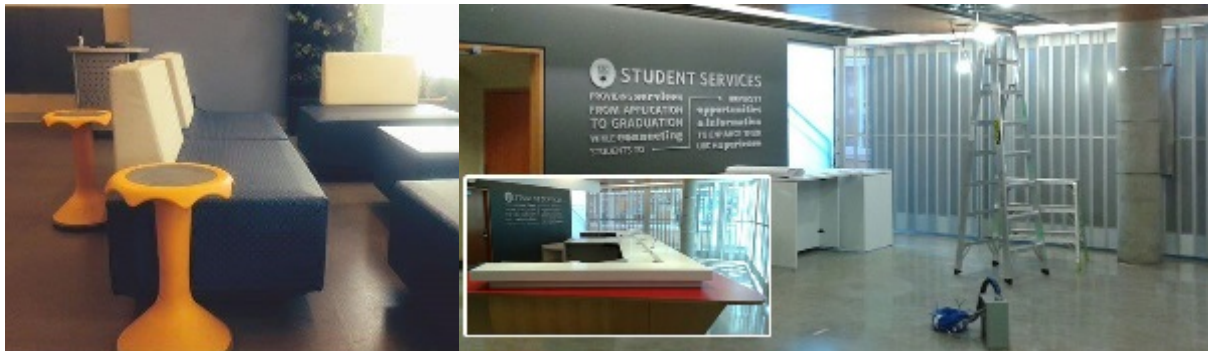
We are UBC Okanagan community's first contact for space planning services, requests for new space, renovations and changes to space usage.

Our Mission

UBC Okanagan Space Planning and Management provides strategic planning and management services that support and accommodate academic and research growth while ensuring the best and highest best use of campus space.

Our Role

Our key responsibilities include maintaining, updating and verifying the accuracy of UBC Okanagan's Space Inventory System according to BC Universities Space Standards categories; ensuring all renovations and structural changes are updated within the Infrastructure Development and Archibus/OSIS systems; documenting departmental space issues and concerns, and attempting to have them resolved; and providing administrative support to the UBC Okanagan Space Allocation Committee (OSAC).



We work with administrators and faculty to: provide planning and functional programming for new projects, submissions for UBC's Canada Foundation for Innovation (CFI) and renovations and space adjustment projects; review space requests and work to ensure the best possible use of campus space; develop consequential move and swing space strategies for groups planning improvements; and develop transparent space use policies that provide incentive to constituents to centralize, down size, share and relinquish unused space.

Space Request Process

The Space Request Process should be followed when you are requesting additional space, or when a department or faculty is considering renovating or changing the use of an existing space within their current allocation.

STEP	PROCESS	Client	SP
PHASE 1: NEEDS ASSESSMENT			
1 (a) Pre Application Conversation	<ul style="list-style-type: none"> Applicant to contact Space Planning to discuss needs. Early identification of issues as part of needs assessment 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHASE 2: OPTIONS			
2(a) Facilities Planning Review	<ul style="list-style-type: none"> Assess project based on functional needs, requested space, campus priorities Criteria for determining project lead (Vancouver or Okanagan) will be based on complexity and workload. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2(b) Option Development	<ul style="list-style-type: none"> Options developed / User group meeting 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 (c) Internal Review	<ul style="list-style-type: none"> Options circulated to internal UBCO departments (as required) 		<input checked="" type="checkbox"/>
2 (d) High Level Estimate	<ul style="list-style-type: none"> Cost estimate completed by Okanagan Project Services / Facilities 		<input checked="" type="checkbox"/>
2 (e) Concept Refinement	<ul style="list-style-type: none"> Plan refined to satisfaction of Applicant 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHASE 3: APPROVAL			
4 (a) Space Decision	<ul style="list-style-type: none"> Work with applicant to complete Space Request form: http://spaceplanning.ok.ubc.ca/shared/assets/space-request50950.pdf Take to either: <ul style="list-style-type: none"> Space Allocation Committee for input, recommendations, or approval OR <ul style="list-style-type: none"> Campus Planning & Development Director sign off 		<input checked="" type="checkbox"/>
PHASE 4: PROJECT DELIVERY			
5 (a) Project Services Implementation	<ul style="list-style-type: none"> Project handed over to Project Services for completion 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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