**University of Baltimore**

**Capital Planning Project Request**

University of Baltimore-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require renovation to existing space and/or additional space should be addressed first within a unit’s current allocation, then within the unit’s lead college or division.

**This form documents an expected or impending need to renovate space based on the following:**

* Renovations or "refresh" to an existing location
* Facility improvements for life safety of occupants
* Enhancements to building infrastructure
* Enhancements to building functionality
* Enhancements to building sustainability
* Enhancements to building aesthetics

The submission of this form provides early notification to the Office of Capital Planning and Campus Operations of an impending need for a capital planning project. This form starts the process; more detailed information may be required as the project is developed.

Directions for Completing Form: Respond to each question. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions require longer responses than others. The unit completing the form understands the need best, so do your best to provide answers to each question.

Below are the office size standards based on staff position. Refer to the Campus Building Standards on the Capital Planning and Campus Operations website <http://www.ubalt.edu/about-ub/offices-and-services/administration-and-finance/cpco/>

| **Office Standards** | **Size (NASF)** |
| --- | --- |
| Dean | 300 |
| Executive Vice President / Sr. Vice President | 250 |
| Vice President | 200 |
| Associate Vice President | 180 |
| Director | 150 |
| Faculty / Assistant Director | 140 |
| Staff (Private Office) \* | 120 |
| Staff (Open Office) | 100 |
| Part-Time Faculty / Adjunct (Shared / Open Office) | 70 |
| Work Station - Graduate Assistant | 40 |
| Work Station - Student | 30 |

* \* Open floor plans provide the most efficient use of space and will be used in all future projects, however, a request for a private office will be reviewed and considered at the time of the request.
* Note: NASF is net assignable square feet

**Part I: Requestor Contact Information**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Location/Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II: Request Type (select all that apply):**

⁭ Facility Renovations/”Refresh” Required (e.g. relocating walls, doors, new utility connections, HVAC modifications, changes to lighting, changes to floor or ceiling systems)

⁭ Life Safety Improvement

⁭ Building Enhancement

**Part III: Purpose of Request**

**Project Description and Scope**

Briefly describe the project and the reason your unit is making the request. Describe, to the best of your ability, the specific work needed to accomplish the desired outcome. Provide a desired completion date.

**Part V: Project Justification (select all that apply):**

⁭ Supports the University’s Mission and Strategic Plan

⁭ Maintains or Enhances Building Infrastructure

⁭ Maintains or Enhances Building Functionality

⁭ Maintains or Enhances Building Sustainability

⁭ Maintains or Enhances Building Esthetics

⁭ Required for the Health and Safety of Occupants

1. Explain how your request supports the project justification selected above
2. How does your project request fit with the role and mission of the unit, college/division, and University?
3. What are the benefits (programmatic, financial, etc.) that will occur as a result of having the project request granted?
4. What will be the negative impact of not being assigned this project request?
5. What funds are to be used to accomplish this request? [Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available]

**Part VI: Supporting Documentation Attached**

\_\_\_ floor plans sketch, concept etc of project

\_\_\_ space programming document

\_\_\_ other documentation to support this request [If yes, please list briefly here]

**Part VII: Approval of Request**

The individuals listed below acknowledge that the requested space need cannot be met within existing space controlled by the College/Division. Further, the approvals acknowledge there may be budget implications that result from construction, operational and maintenance expenses associated with this space request.

**Send the completed form and any relevant attachments and/or questions to:**

**Office of Capital Planning and Campus Operations, Email:** [**capitalprojects@ubalt.edu**](mailto:capitalprojects@ubalt.edu)

**Submitting Department/Division Approval Signatures:**

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Requestor Approval College Dean / Divisional

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Approval Executive VP & Provost Approval CFO & VP Admin & Finance

Darlene Smith Beth Amyot

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Approval VP Capital Planning Approval Budget A&F Shared Service

Neb Sertsu James Hale