

Procedure Title	PROCEDURE Initiating and Planning College Facility/ Renovation/ Construction Activities
Procedure Holder	Chair, College Space Committee
Procedure Approver(s)	Senior Team
Related Policies	Ch3-s4-04 – Initiating and Planning College Facility/ Renovation/ Construction Activities
Related Procedures	Ch2-s2-01 – Purchasing Practice Ch2-s2-02 – Requisitioning, Purchasing and Shipping/Receiving Procedures Ch3-s1-01 – Use of Space and General Scheduling Practice Ch3-s4-01 – Facilities Services Work Requests Practice
Appendices	Appendix 1 – Flow Chart
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2022-01-11
Next Review Date	2022-01-11

Purpose

This procedure provides guidelines for prioritizing and approving capital expenditures for renovations of College Facilities. It also addresses major projects that have not been approved through other College mechanisms (i.e.: Major capital builds with Ministry approval or regular Facilities renewal maintenance).

Audience

All college staff.

Scope

This document applies to all construction and capital improvements or other renovations to facilities that require formal recommendation from the College Space Committee. This includes but is not limited to:

- Building repairs, renovations, demolition, or upgrades.
- Major maintenance (capital renewal and deferred maintenance)
- Safety, AODA (Accessibility for Ontarians with Disabilities Act), College Policy or Legal Compliance construction projects
- Grounds improvement

- Real Estate Acquisition or Leasing
- HVAC (Heating, Ventilation, and Air Conditioning) or Electrical Installation/Modifications
- Telecommunication and Information Technology systems (hardware and/or software)
- New or replacement equipment or furniture

Definitions

AODA

Accessibility for Ontarians with Disabilities Act

HVAC

Heating, Ventilation, and Air Conditioning

Governing Laws and Regulations

AODA –

<https://www.ontario.ca/laws/statute/05a11>

HVAC –

<https://www.ontario.ca/document/changes-2012-building-code/part-6-heating-ventilating-and-air-conditioning>

Procedure Statements

All Department requests for renovations to College facilities are required to follow the Renovation Request Procedure.

1. Project Submission

- 1.1. When submitting project please review Flow Chart for details on type of projects and expected timelines. Definitions are provided. Ensure that you are allowing time for the three phases of the project when bringing a project forward.

2. Renovation Request Process (Detailed Flow chart available)

Responsibility: Deans, Directors, Managers

- 2.1. Review the renovation project with your manager and obtain their approval for moving to the next steps.
- 2.2. Contact Facilities Services for in-house cost estimate of the renovation project. Facilities will need to be provided with detailed expectations, rooms/areas

- impacted, expected timelines and any special requirements. This can be done via email and simple drawings outlining the expected work however walk through or meeting may be necessary.
- 2.3. Any and all projects that changes/modifies the space allocated to a Department/School must be submitted to the College Space Committee for review and approval recommendation.
 - 2.4. For renovations up to \$25,000 in value within their existing areas, the Department may proceed with the work in co-ordination with Facilities Services if a department budget is available for the work. For small cost routine maintenance, Facilities itself may consider completing the work dependent on available funding.
 - 2.5. For renovations greater than \$25,000 in value the project must be submitted to the College Space Committee for review and approval recommendation. Use the College Space Committee – [Space Request and Assessment Form](#) to outline the details and justification for the project.
 - 2.6. The College Space Committee may require further development, more information or the completion of a Capital Budget Request. The Committee will provide feedback to the requestor.
 - 2.7. The College Space Committee is responsible for making recommendations on space allocation to Departments/Schools, and budget recommendations to the Senior Team.
 - 2.8. The College Space Committee works in conjunction with the operational and capital budgeting processes and the 5-year planning process to align with the strategic direction.
 - 2.9. Submissions for items required need to be completed in advance and in accordance with the budget cycle process.
 - 2.10. Budget requests for next fiscal year are to be submitted by November 1st.
 - 2.11. Items submitted to the Space Committee attached to a budget request, need to be put forward as an agenda item for September/October Space Committee meetings. This will allow time for recommendations to be reviewed by Senior Team.
 - 2.12. All recommendations are presented to the Senior Team (Space Committee Terms of Reference) for decisions.
 - 2.13. The same process is followed for renovations to properties leased by the College, with an additional consultation with the landlord for approval.

Exceptions

Exceptions to the procedure will be at the discretion of the President and senior team. Advanced planning is advised as timelines for project development and execution are

relatively unchangeable and are dependent on availability of resources both human and materials.

Non-Compliance

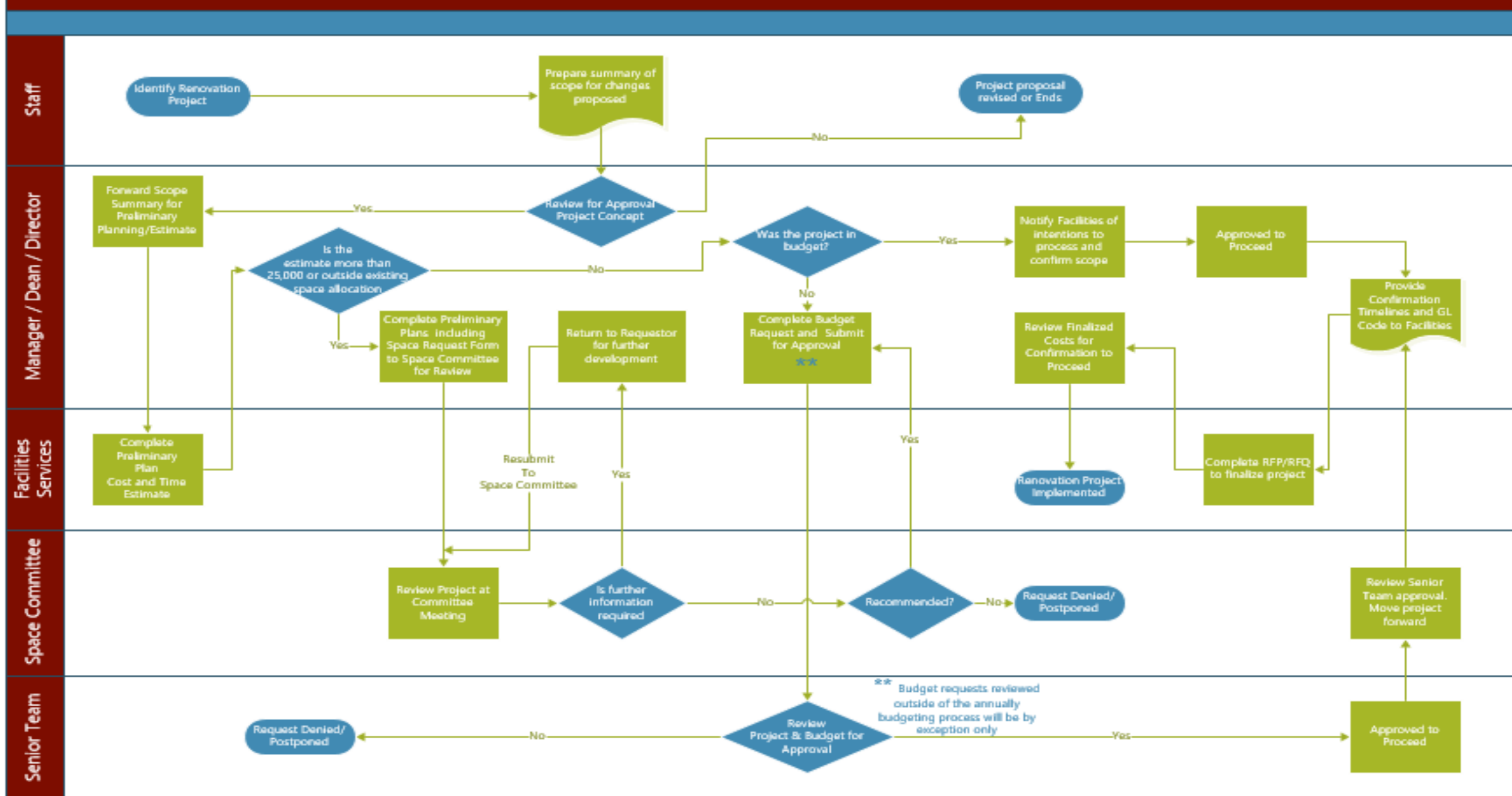
Non-compliance with this procedure will risk delay of request and work not being approved until the next budget cycle.

Revision History

Version	Change	Author	Date of Change
Original	Original	Robin Gould	2021-08-31

Appendix 1 – Work Flow

Facilities Renovations/Construction Project Flow Chart (includes all levels of projects see types to the right and timelines at bottom)



PROJECT TYPES

Minor Cosmetic Changes- e.g. a single office upgrade
 - may include flooring, painting, lighting, electrical plugins, network wiring
 - construction cost **under \$25,000** (not including furniture or academic equipment)
 - upon approval, can usually be completed within 2 to 8 weeks depending on material delivery time.

Minor Alterations- e.g. department office reconfiguration, single classroom or lab retrofit
 - may involve some adding/removing of walls, doors, ceilings, ventilation and electrical systems
 - may require hiring Architect/Engineer
 - construction cost **under \$100,000** (not including furniture or academic equipment)

Major Alterations e.g. complete reconfiguration of department or lab
 - involves major changes to rooms and building systems
 - will require hiring an Architect/Engineer
 - construction cost **\$100,000 to (say \$250,000 ?)** (not including furniture or academic equipment)
 - Project may require public tender process

Large Capital Projects- e.g. renovate an entire building wing, new building or building addition
 - **over \$250,000**
 - requires President & Board approval
 - project timelines are generally specific to each project depending on scope and complex

MINIMUM PROJECT TIMELINES

MINOR ALTERATIONS Capital Projects Timelines				
PLANNING PHASE		APPROVAL PHASE	IMPLEMENTATION PHASE	
- preliminary planning	- budget estimate	- Space Committee - funding approval - other approvals	detailed design	request for quotations construction
2 to 3 weeks		?? Weeks	4 weeks	3 weeks 8 weeks
15 weeks from date of project approval				

MAJOR ALTERATIONS Capital Projects Timelines				
PLANNING PHASE		APPROVAL PHASE	IMPLEMENTATION PHASE	
- preliminary planning	- budget estimate	- Space Committee - funding approval - other approvals	detailed design	tender period construction
4 weeks		?? Weeks	8 weeks	5 weeks 12+ weeks
25+ weeks from date of project approval				