

FACILITIES PLANNING | facilitiesplanning.ok.ubc.ca

Campus Planning + Development University of British Columbia – Okanagan Campus



Who is Facilities Planning?

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

Our Mission

UBC Okanagan Facility Planning provides strategic planning and management services that support and accommodate academic and research growth while working to guide efficient use of campus space.

Our Role

Our key responsibilities include strategic planning to develop an overall integrated planning process which includes master planning and functional programming for the campus.

This involves translating the institutions requirements, overall goals and growth plans into solutions that may span from renovations to existing facilities to new major capital projects.

This area is also responsible for the 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 Archibus/OSIS and Records systems.

The analysis completed to conduct these responsibilities assists the institution to make decisions regarding the need for new space, renovated space and obsolete spaces.

We work with administrators and faculty: as the first point of contact for any proposed changes to facilities; to provide planning and functional programming for new projects including major capital projects, submissions for UBC's Canada Foundation for Innovation (CFI) and renovations projects; review space requests submitted and work with the Okanagan Space Allocation Committee (OSAC) and other Executive committees to ensure efficient use of campus space; and develop a framework of 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 any existing space on campus.

1: REQUEST ASSESSMENT and PRELIMINARY APPROVAL
<ul style="list-style-type: none">• Client to complete Space Request form: https://spaceplanning.cms.ok.ubc.ca/wp-content/uploads/sites/61/2018/07/Space-Request-Form-09132019-.pdf• Client and Facilities Planning to discuss needs, clarify expectations and determine budget availability.• Facilities Planning to assess need for Space Committee involvement.• Facilities Planning to bring forth request to the Space Committee and/or Director, Campus Planning for approval
2: FACILITIES PLANNING ASSESSMENT OF NEXT STEPS
<ul style="list-style-type: none">• Facilities Planning to review request to determine if client proceeds independently or Facilities Planning involvement is required or requested.
3: OPTIONS DEVELOPMENT / REVIEW (if required)
<ul style="list-style-type: none">• Facilities Planning, if required, to work with client to establish the full project scope, timeframe requested, budget availability, and develop layout, furniture and equipment expectations of space.
3: IMPLEMENTATION / DELIVERY (if required)
<ul style="list-style-type: none">• Project passed to Project Services or others as appropriate for completion.
4: IMPLEMENTATION / DELIVERY
<ul style="list-style-type: none">• Space Inventory to be updated to reflect current space use.

Facilities Planning, Campus Planning and Development
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