

2024/25 Facilities Renovations Request Form

Name: _____ Phone: _____

Department: _____ Email: _____

Date Submitted: _____ Date Required: _____

Please use this form for Renovations, Major Maintenance & Repairs, Large Moves and any Change in Space Use. Complete all sections of the form below with as much detail as possible.

Project Name (eg. A211 New Sink)				
Strategic & Operational Priorities (Please indicate how your project aligns with the College's Priorities)				
Strategic Priority (Please rank each item)	Low	Med	High	N/A
People				
Enhance Indigenization throughout the College				
Develop and implement an Equity, Diversity & Inclusion (EDI) framework				
Provide learning and professional development opportunities for employees				
Mission				
Implement Student Success Plan				
Streamline credentials and create guided pathways				
Enhance community engagement and partnerships				
Organization				
Design and implement new Student Information System				
Revise Campus Master Plan to meet organization space needs				
Advance Sustainable Development Goals (SDGs) throughout the College				
Operational Priority (Please rank each item)	Low	Med	High	N/A
Health & Safety, Code Compliance, Regulatory				
Operational Efficiency				
Hybrid Work Related				

Please describe how your project aligns with the strategic & operational priorities on the previous page:

Project Objective

Description *(Attach supporting documents)*

Required *(Requests received without a signature will not be processed)*

Approved by: _____
(Dean or Director) (Print) (Signature)

Is there departmental funding for this project? Yes Cost Centre: _____ No

Please complete this form and upload it to www.langara.ca/facilities-request
You will be notified as your request moves through the approval process.

April 3, 2024