



DOCUMENT NUMBER: 075-005-005	FILE NAME:
SECTION: Administration SUBSECTION: Capital Planning and Development – Construction/Space Request	EFFECTIVE DATE: 08/06/07 (DD/MM/YY)
APPROVED BY:	REVISION DATE: (DD/MM/YY)
Senior Executive Team	PAGE 1 OF 1

1.0 Purpose

- 1.1 To coordinate Information Systems/Construction/Space Request initiatives on a regional basis, according to Niagara Health System policy.
- 1.2 To determine appropriate internal and external resources required to address construction / space requirements.
- 1.3 To facilitate compliance to regulations, codes, health and safety and accreditation requirements.
- 1.4 To ensure coordination with NHS Master Planning and Redevelopment initiatives at all sites.
- 1.5 To ensure financial compliance with NHS tracking, monitoring and reporting protocols.

2.0 Scope

Applies to all programs and services at all sites of the Niagara Health System.

3.0 Definitions

- 3.1 Niagara Health System = NHS
- 3.2 Construction Work shall be defined as modifications to ceilings, walls, floors, building systems, beyond repairs to maintain existing function.
- 3.3 Information Systems is defined as a department that handles requests to relocate or provide new information systems, i.e. computers, phones, printers, copiers, facsimile or multifunctional devices and any piece of equipment that has network tie in.
- 3.4 Space Request shall be identified as addition, relocation on site or site-to-site, expansion/reductions or change in functionality.

4.0 Policy

- 4.1 NHS management will contemplate modifications and/or space requests to the physical work environment to enhance service delivery and/or working conditions. All Construction/Space Requests will be processed through the NHS Capital Projects and Redevelopment Office.
- 4.2 The NHS Capital Projects and Redevelopment Office has responsibility to ensure coordination of Ministry funded and non-Ministry funded project activity in the NHS.
- 4.3 Finance must pre-approve all project funding. Funding sources will be determined as per the following categories: Ministry funded Capital, Engineering Operating Budget, Foundation Donations, Other Funding/Grants, Unbudgeted Capital Contingencies, Unbudgeted Operating Contingencies and Health Infrastructure Renewal.

5.0 Related Documents

Appendix – Niagara Health System Signing Authorities – 090-010-005A
Form – Construction/Space Project Request Form Planning and Development
Policy – Board of Trustee Policy for Approvals – 090-010-003
Policy – Signing Authorities – 090-010-005
Procedure – Construction/Space Request – 075-005-006

6.0 References

Niagara Health System Engineering Services Policy – Construction Requests – July 4, 2003.

Review Dates:
Revision Dates: