



TITLE: Construction/Space Request	PROCEDURE
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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 3

1.0 Purpose

To describe steps required for the processing of Information Systems, Construction and Space Requests.

2.0 Principle

The Construction/Space Project Request Form Planning and Development must be completed and signed off at each step in the process before arrangements to perform any work.

3.0 Scope

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

4.0 Definition

4.1 Niagara Health System = NHS

4.2 Construction Work shall be defined as modifications to ceilings, walls, floors, building systems, beyond repairs to maintain existing function.

4.3 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.

Space Request shall be identified as addition, relocation, expansion/reductions or change in functionality.

5.0 Procedure

Step 1: Initiating Stage

5.1 The requestor will discuss the contemplated upgrade in principle with their Health Program Director and Site Vice President.

5.2 Discussions must be held with the Site Vice President where the proposed space request is intended.

5.3 The requestor shall complete the Construction/Space Project Request Form Planning and Development. Step 1 with appropriate sign offs including the Site Vice President's signature and identify the proposed funding resources. The Project Request Form is to be forwarded to the Capital Planning and Development Office.

5.4 Capital Planning and Development will review requests with Chief Planning Officer/Information Technology representative for approval to proceed to Step 2.

Step 2: Preliminary Review

5.5 The contemplated modifications must be discussed in principle with the Appropriate Departmental Authority and/or Director, Capital Planning and Development or designate.

5.6 A brief project description with a proposed time line.

5.7 Identify proposed funding category, appropriate cost centre and account code.

5.8 Request must be authorized as per Policy – Board of Trustee Policy for Approvals (090-010-003).

- 5.9 Capital Planning and Development will assign a project manager who will facilitate the request/approval process. The request will be discussed with the requestor and include appropriate support departments (i.e. ICT, Facilities, etc.).
- 5.10 Project Manager to prepare scope of work, sketch plans and budget.
- a) If plans are acceptable and budget is under \$2,000, request can proceed to Step 4 provided it does not exceed departmental budget.
 - b) If plans are acceptable but is unbudgeted, requestor is to proceed to Step 3.
 - c) If plans are acceptable and budget is over \$2,000, request is to proceed to Step 3.
- 5.11 Senior Executive Team will review and approve all requests.

Step 3: Financial Approval

- 5.12 As part of Step 3, requestor must present project request and budget to the Senior Executive Team for approval.
- 5.13 If unbudgeted, an unbudgeted request form is to be completed and submitted to Senior Executive Team for approval.
- 5.14 If the project is approved, the signed original Unbudgeted Resource Form is to be sent to the Secretary for the Chief Financial Officer.
- 5.15 Finance Department will then issue to Capital Planning and Development the project GL or CIP number.

Step 4: Implementation

- 5.16 Once the project is approved, Capital Planning and Development Office will manage:
- a) The necessary resources and time lines to complete the work.
 - b) Facilitate procurement process with Materials Management.
 - c) Facilitate review with Stakeholders and Operations.
 - d) Facilitate the development of project design, specifications and cost estimate.
 - e) Ensure compliance with all policies, procedures, regulations and applicable codes.
 - f) The Project Manager will follow the protocol outlined in the Policy and Procedure Manual for the Capital Planning and Development Department.

6.0 Limitations

- 6.1 Timelines for processing requests will depend on the complexity of the request, the number of requests under review, overall demand on Capital Planning and Development resources.
- 6.2 Step 1 - A request approved by appropriate authority in Step 1 would receive an initial site review within two (2) weeks of receipt.
- 6.3 Step 2, could take a few days to weeks, depending on the scope of work and the resources required. Specific time lines will be communicated to the requestor.
- 6.4 Step 3, approval time will depend on the scope of work and the resources required to develop project specifications and cost estimates required and available funding.
- 6.5 Step 4, implementation will depend on tendering/purchasing policies, availability of resources and coordination with hospital operations.



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7.0 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 – Capital Purchases – 090-010-002
- Policy – Construction/Space Requests – 075-005-005
- Policy – Signing Authorities – 090-010-005

8.0 References

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

Review Dates:

Revision Dates: