



CAPITAL PROJECTS AND SPACE ALLOCATION (CAPS) PROJECT PROPOSAL FORM

- ☐ Construction and Renovations
☐ Revision to an Existing Project
☐ Space Change

- ☐ Infrastructure Project
☐ Sustainability

- ☐ Cosmetic Improvements
☐ Signage or Banners

A	PROJECT NAME:		
B	PROJECT INFORMATION		
	Requestor Name: Title: Submission date: (dd/mm/yy)	Email: Phone #:	
	Primary Contact Person: Title:	Email: Phone #:	
	Campus: Building Name:	Room Number(s):	
	Funding Sources & Available	Amount:	Details:
		\$	
		\$	
		\$	
	Will the project increase operating costs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, \$		
	Project Statement / Purpose / Other: Provide a project statement or purpose including: Should this be prioritized; why? Will this project impact deferred maintenance? Consider/share the potential impact on units that may be involved in collaboration, affected by project outcomes, or required to provide support. Use this section to expand on funding sources, if applicable.		
	Benefits: (none, minor, major, and related details) Teaching: Research: Operational Efficiencies: Sustainability: Other:		



C	SPACE	
	<div><input type="checkbox"/> Request to Occupy Central University Space <input type="checkbox"/> Request to Temporarily Occupy <input type="checkbox"/> Request to Lease Space Off Campus <input type="checkbox"/> Return Space to Central University <input type="checkbox"/> Request to Permanently Occupy <input type="checkbox"/> Request to Rent Space to an External Client</div> <p>Space Planning Office to assist if required.</p>	
	Will the space continue to be used for its current purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Indoor Space – is new indoor space required? Size: Description:	
	Outdoor Space – is new outdoor space required? Size: Description:	
D	WORKFLOW / AUTHORIZATION	
1	CaPS Comments	
2	Authorization to Plan <ul style="list-style-type: none">• \$100K - \$5M CaPS• Form submitted to CaPS Committee• Authorization to proceed in planning with Plant Ops	Authorization from CaPS: (dd/mm/yy)
3	Approval to Proceed <ul style="list-style-type: none">• \$5M - \$10M B&P• Over \$10M B&P, BoG	

The Requestor must return the Project Proposal Form to Michelle Mank (mank@uwaterloo.ca), Office of VPAF, by the required deadline for consideration by the Capital Projects and Space Allocation (CaPS) Committee.