



IHA Space Guidelines

Appendix A: Space Request/Planning Flow Chart

Appendix B: Space Manager/Space Requestor Tool Boxes, with Forms:

Form 1 – Space Planning Request Form

Form 2 – Project Requisition Form

Form 3 – Move Request Order Form

Form 4 - Weighted Scorecard

FYI 1 - IH MIP/CIP Approval Process



Interior Health

Interior Health Authority Space Guidelines

1.0 Introduction

These guidelines apply to all planning and decision-making processes related to space management for programs and services for Interior Health (IH) located in owned and leased spaces. The purpose of the guidelines is to provide an overview of how they apply; identify who is accountable for space and space design considerations; as well as outline how to seek space. The guidelines also provide tools for the managers of the space to aid with the equitable and standardized allocation and decision making process.

2.0 Application of the Guidelines

The guidelines will be applied to all IH spaces (owned and leased, acute and community) that include any program/department/service under the operational funding of IH.

Non IH tenants will be located as appropriate for the site activity and grouped efficiently to compliment the space design considerations.

Programs/departments/services that are not under the operational funding of IH or are located off IH sites may be considered excluded from some or all of these guidelines, however for consistency and equity on the sites, the guidelines should be applied.

In the allocation of work spaces for staff, priority will be given to those staff based and present at an IH site (minimum of 60% of the staff's time).

Where a dedicated work space is required, only one work space (and only one internal telephone number) will be designated for IH staff. In the event that staff works across multiple sites, general use space, available in the form of a touchdown work space will be available where possible.

The guidelines will be used in planning for space requirements when any new space is developed, including construction of new space and renovations and/or relocation changes that are required in an existing facility.

The following considerations will help guide all space planning and all space decisions for IH:

- **“One IH” is the paramount guiding principle.**
The Space Manager shall ensure the integration of “One IH” throughout the continuum of care and community integration.
- **Space is a corporate asset and plays an integral role in achieving the vision and values of IH.** As space is a limited resource, IH can, at its discretion, reclaim and reallocate space as deemed necessary to meet the changing needs and priorities of the organization. Therefore, the allocation of space will not be considered permanent.
- **Consider impact of changes on space requirements.**



Interior Health

When organizational changes are considered, the impact on staffing and space requirements will be considered concurrently. Communication, collaboration and engagement are core considerations.

- **Space will be allocated based on function and activities.**
IH recognizes the importance of providing a quality work environment. Space and the type of space will be allocated based on function and activities rather than position, title, compensation and historical precedent.
- **In clinical settings, space allocations will be prioritized as follows:**
 - clinical (spaces for providing direct clinical services and direct care including required support spaces such as soiled and clean utility spaces)
 - examination (assessment of patients)
 - education (for specific clinical services/on site departments)
 - administration (managerial, corporate services, and administrative support)
 - nonclinical / support services (infection control, allied health service providers, IMIT, , maintenance, etc)
- **Space will be allocated and designed equitably.**
All IH employees are entitled to a similar quality of work environment. Where possible, variations in the quality of workplace will be minimized. The number of different sizes of spaces will be reduced by standardizing as many spaces as possible.
- **Open office work environment is the preferred standard work environment recognizing adjacency and design are key considerations:**
 - **learning:** building knowledge with peers and mentors
 - **collaborating:** creating innovations and collectively creating content in both formal and informal interactions
 - **focusing:** allowing for concentration for an uninterrupted time period
 - **community:** informal face to face environments offer opportunities that deepen business relationships where interpersonal connections have a chance to be fostered, relationships developed and information transferred.
- **All Staff fall under the IHA policy (AR0400) on Privacy and Management of Confidential Information:**
This policy requires that staff respect and adhere to the conditions noted in the policy therefore information discussed, viewed or heard is to be treated as confidential information and is not to be shared with other workers or with the public.
- **Recognizing that the IH workforce is increasingly mobile, space will be flexible:**
 - a mobile employee, by definition, does not complete all work functions at one workspace or even one worksite.
 - digital technology not only allows for mobile employees to be connected to the organization but enables them to work where and when they need to work. This freedom impacts space requirements in the office. The needs of these employees will be different than the needs of non-mobile employees and both groups will be accommodated.
 - when appropriate, open work spaces will be promoted in planning office work places, including more common spaces, flex and interview/meeting rooms.



Interior Health

- where appropriate, space sharing will be encouraged. For example: by considering locked cabinets rather than locked offices.

- **Space allocation decisions will also need to balance organizational priorities and financial implications.**

All decisions on the allocation of space will be made in an open and transparent manner, using the principles, procedures and criteria in these guidelines.

3.0 Space Manager

Each site will have a designate to oversee the allocation of space within the facility. This person and/or committee may be responsible for multiple sites and is governed by the Accountability and Approvals matrix defined in these guidelines.

The Space Manager's role is to promote adherence to and enforcement of the Space Guidelines as well as act as the final local arbiter for any disagreements over work space allocations.

The Space Manager's duties will include:

- ensuring that all appropriate forms (Space Planning Request Form; Move Request Form, etc.) are available and forwarded/signed by the appropriate persons;
- using the Work Space Criteria, establish an employee's work space category and allocate space accordingly;
- identifying and organizing all components of the move by ensuring that all stakeholders are notified (i.e. Capital Planning & Projects, Plant Services, IMIT, Housekeeping, Logistics, etc.);
- coordinating office/workspace moves by working closely with the appropriate managers and staff;
- ensuring that office requirements are met for building space, furniture, telecommunication devices, supplies and equipment, computer hardware and software, office supplies and other physical assets by performing duties such as maintaining inventory, monitoring usage, researching and recommending best value to program, arranging for building maintenance repairs, and liaising with suppliers/contractors, and other related IH support departments and securing requisite approvals;
- reviewing building base plans to identify staff work spaces (individual offices, common areas, touchdown and shared spaces, clinical spaces, etc.) and ensuring this information is kept current;
- based on the building/staff survey, determining spaces to be reallocated to provide more shared or other spaces as well as identifying underutilized/inefficiently utilized spaces to be reallocated; and
- initiating the CIP/MIP process if required.

In undertaking the allocation of space, Space Managers will consider building:

- **Efficiency** – ensure the optimum use of current and future space.



Interior Health

- **Sustainability** – ensure that space solutions create the best value for IH’s operating and capital budgets and meet long range needs.
- **Equity** – ensure that the policies are applied equitably and consistently across all work environments for all types of staff.
- **Flexibility** – build flexibility that allows for changing needs in the present and future.

The Space Manager will strive to be pro-active and encourage IH leaders and staff to continually examine emerging technologies and trends in work styles, explore how work spaces could be reconfigured and ensure that the Lean principles are applied to optimize our facilities.

The geographic network of Space Managers within a region is encouraged to meet quarterly. Capital Planning & Projects’ Real Estate Service will assist in establishing these networks. This network will provide support to individual Space Managers, share information related to space planning, brainstorm on possible solutions and assist in the allocation of space to IH staff.

4.0 Space Design Considerations

The physical space provided for IH Departments will incorporate a number of different features. These requirements should be identified when requesting space, some of which are defined by standards and best practice reference material as outlined in the Space Managers Tool Box.

Types of work space allocations to be considered based on the utilization review are defined as:

- **Dedicated:** the work space is assigned and used by one employee.
- **Shared:** the work space is assigned to one or more employees for their shifts which will occur on different days and/or at different shift times.
- **Free address/Touchdown:** the work space is unassigned and is used by any employee for the duration of their onsite needs. In addition, some work stations will provide permanent hardware for those who do not use portable technology.

Employees can be defined as one of two types, regardless of the number of hours per week they work:

- **Resident employees:** an employee who works on site for the duration of his or her shift. Technology requirements depend on his or her functions.
- **Mobile employees:** an employee who works at more than one site or is away from his or her desk often or works from home. Technology requirements vary depending on their functions.

The types of support rooms depend on the number of staff, the program/services and the roles of employees. They facilitate learning, collaboration, focusing and social opportunities. In order to optimize the utilization of space, these areas may be shared with other Business Units or Departments that may be co-located on the same floor. Consider varying sizes of enclosed rooms in order to promote open workstation planning:

- Breakout/flex rooms to accommodate 4-6 persons for impromptu meetings
- Project rooms for private personal telephone calls, to participate in teleconference/videoconference calls or to use as “focus” space to accommodate 1-3 persons
- Small bookable meeting rooms to accommodate 5-10 persons
- Soft seating as an additional choice to enhance collaboration and information sharing



Interior Health

The configuration and creation of the space will consider the following:

1. **Space will be allocated to promote collaboration.**
Programs/services that share clients, that perform functions/activities requiring similar functionality of space, equipment and /or technical support will have space in close proximity to one another and share support facilities.
2. **Consolidation.**
Wherever possible, planning will consolidate dispersed business units into a location to create optimal work environments, maximize operating efficiencies and promote internal communication and functional adjacencies.
3. **In accordance with the IH Information, Privacy & Confidentiality Policy, all IH staff will be held to the same level of confidentiality in all types of workspaces, therefore confidentiality among all staff is assumed.**
Depending on the nature of a meeting or conversation, confidential matters can continue to be discussed discreetly when and where appropriate, as is current practice. Enclosed meeting spaces can also be provided for confidential meetings and face to face meetings with clients.

In office settings, provisions will be made to provide locked/secure cabinets/storage space to accommodate managers and staff who work with confidential documents and reports.

Efforts will be made to locate managers and staff, who frequently book appointments with staff or clients, in close proximity to bookable meeting rooms.
4. **Confidential Conversations.**
For delivery of care in community programs, meeting space and conversational spaces will be provided for confidential conversations, face to face meetings and to assure client comfort.
5. **Space saving strategies.**
Space saving strategies such as efficient layouts, space saving equipment, recovery of inefficient space will guide the design process.
6. **Renovations.**
Renovations will have to fit existing floor plates and building cores.
7. **Planning.**
Planning will take into account optimal work environments and functional adjacencies.
8. **Leased space.**
For leased space, existing tenant improvements and assets will be reused or refurbished wherever possible and whenever appropriate.
9. **Natural daylight.**
When allocating work space (or renovating) in an area with natural daylight, resident employees will be given preference, whenever possible.



Interior Health

10. **Gathering spaces.**

Provide gathering spaces to help build trust through social interaction, confidential conversations, support information and idea sharing, and decision transparency.

11. **Wireless Technology.**

Consider applying wireless technology wherever possible in high density workstation spaces and consider VoIP in high density areas, as a priority.

12. **Miscellaneous:**

Clearly defined aisles and exits (removal of equipment and storage from all traffic routes).

Way finding and orientation – provide easy cues in the building to assist individuals on where to go and how to leave.

Print output device sharing – ensure space is available for common device placement. Printers should not be placed in closed offices unless exclusion requirements are met.

Support room space for copiers – avoid noise, toner emissions and align with LEED.

5.0 Procedure for Requesting Space

While programs and services will be responsible for making day to day operational decisions within their space, they must follow the *IH Space Guidelines* and be cognizant of the principles on which the guidelines are based. All requests for space must be submitted to the Space Manager, using the *Space Planning Request Form (SPRF)* found in the Tool Kit. This includes all requests for additional space, and all changes to existing allocated space (where renovations or funding are required).

In addition to space needs for new employees, it is recognised that certain events or “triggers” should alert the building Space Manager and possibly the larger Space Manager geographic community group to review space allocations and/or issues. These events include:

- a change in a program, whether it be an increase or a decrease in budget
- a change in global service delivery, and/or
- perceived space underutilization.

The procedure for requesting additional space is essentially the same, no matter the event, when addressing the following requests:

1. **Proposed New Position:**

Requesting space for a new position, if required, will happen concurrently with the request to Human Resources for the new position. The requesting Department will review the IH Space Guidelines, consider the position requirements and explore options for the work space. i.e. How much time does this person work at a desk? How much travel is involved? HR can provide a checklist for their procedures and the considerations involved. Much of this information is required to complete the SPRF which must be approved by the Department Lead, the Business Support person and Plant Services (if minor renovations are involved).



Interior Health

The completed SPRF is forwarded to the Space Manager for consideration, if renovations or construction work over \$5,000 are required, review and consultation with Plant Services or Capital Planning and Projects. Any minor costs (less than \$5,000) related to changes in the space are absorbed within the requestor's operating budget. Significant changes (more than \$5,000) will need to be funded from a designated capital source. Requestors will be mindful of the timelines involved in a request for capital funding and should consult the *MIP/CIP Approval Process Flow Chart*.

2. Changes to Programs, to Global Service Delivery, etc.

When additional space is required as a result of changes to programs, global service delivery, new or expanded activities requiring additional capacity, the *SPRF* will be completed and approvals requested. The same considerations outlined in section 1 will be followed.

All SPRFs will be reviewed and prioritized by the building's Space Manager. Routine requests can be approved/declined by the Space Manager. All other requests requiring renovations will go to Plant Services or to the Capital Planning & Projects Department for comments and must be reviewed by the Business Support person. Depending on the scope of the request, a Functional Program may also be required in order to verify the space needs and confirm the cost of additional space when the request is for significant additional space. These programs will be undertaken by Capital Planning & Projects Department. As requests are submitted, they will be considered in the context of other requests that have already been submitted and within the context of expected future space needs. This process is fluid. Some requests may be approved quickly while others may be delayed until other program or operational information is obtained. Substantial requests for space may have to go through the capital planning process and require SET approval. If a lease is involved/required, these requests will be directed, through the Space Manager, to the Capital Planning & Projects' Real Estate Services.

Approvals will only be made if the financial analysis of the cost of the move, including any areas implicated by the move, has been completed. Based on the financial analysis, funding will need to be confirmed for costs related to the space decision. This includes costs associated with moves, renovations, IT services, equipment and furniture, services, etc.

Once space decisions are made, the Space Manager, or a designate, will be responsible for managing and coordinating any moves, renovations, etc. All move requests require the completion of a *Move Request Form* (MRF), approval by IMIT of device and telephone requests as well as approval for furniture orders.

6.0 Dispute Mechanism :

In the event of disagreements or of a lack of space within a building, the Space Process Hierarchy is as follows:

1. The building Space Manager, who may be responsible for one or for multiple buildings, is the person responsible for receiving requests and either approving them or forwarding them to the appropriate person for further review or approval.
2. The Space Manager geographic community provides a larger overview of space availability within a region and can assist individual Space Managers. They may also be



Interior Health

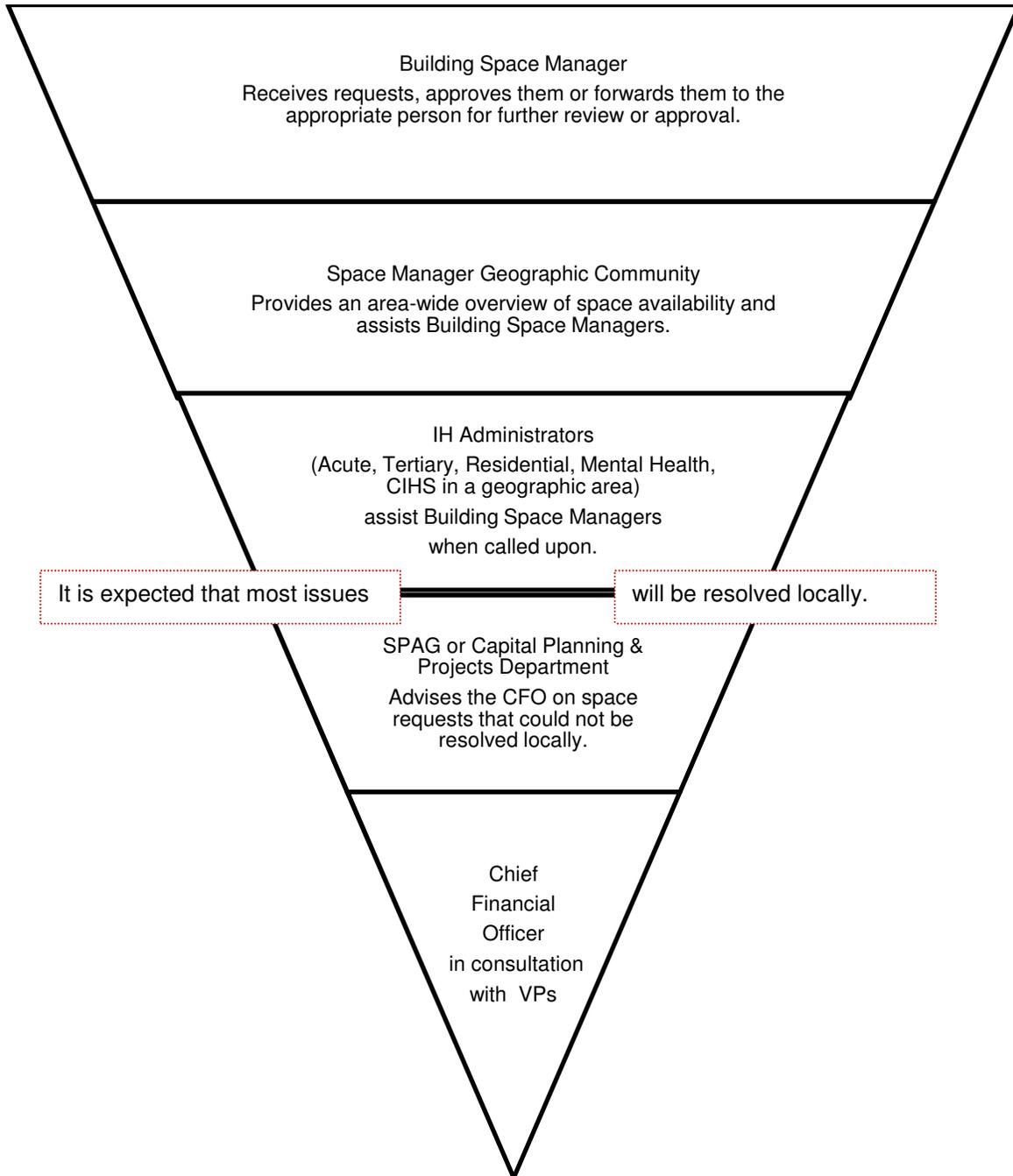
consulted in the allocation of space to IH employees who do not have to locate in a specific IH building.

3. Area Administrator(s) (Acute, tertiary, residential, mental health, CIHS) provide an informal network that can be called upon to assist in solving space issues when necessary.
4. It is expected that most issues will be resolved at the local level. Escalation to the next level will likely occur when there is no space in the community and the request becomes a capital issue.
5. SPAG or Capital Planning & Projects Department's role is to review space related requests that could not be resolved locally and work with the Area Administrator(s) to seek resolution or will advise the CFO if resolution cannot be reached. This group or department will provide an IH system-wide perspective.
6. The Chief Financial Officer (CFO), in consultation with the VPs, is the final arbiter.



Interior Health

Accountabilities and Approvals





Interior Health

7.0 Space Design Guidelines :

The following outlines the allocation of space:

- Unless space is defined in the Z8000 CSA Guidelines, work space should be assigned as follows:
 - All other staff default to an open office unless 50% of each day is spent
 - in interviews or meetings (live or conference calls)
 - dealing with contentious staff issues
- Two workstation sizes and one office size (48.5sf, 72sf and 120sf)
- Divider heights vary from none to 48" or higher along circulation paths
- In addition, and to be successful, design needs to provide:
 - small meeting rooms, 1 per 25 people
 - break rooms, 1 per 15 people
 - project rooms, 1 per 10 people
 - galley, 1 per floor
 - communication (IMIT) room, 1 per floor
 - touch-down spaces
 - phone booths
- Front of House (guests) and Back of House (staff only)
- Workspace will be allocated based on individual usage of work space as follows:
 - over 60% of the work day: dedicated work space
 - between 30% and 59% of the work day: shared work space
 - under 30% of the work day: touchdown space

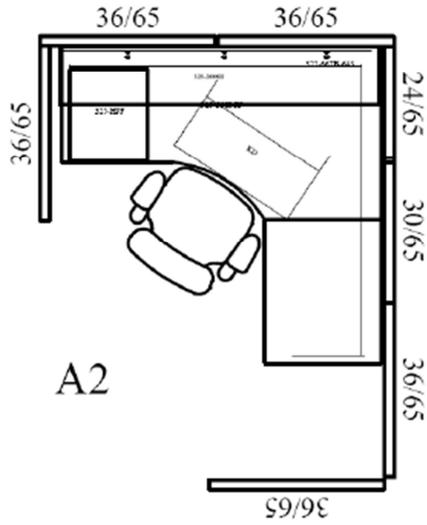
Design Recommendations

- Consolidate key business units into groups or clusters
- Establish clear protocols and rules of engagement that apply to everyone in the office
- Provide the tools and the environments within the space to enable staff mobility and staff areas for concentration
- Design the work environment to access and share natural light, provide appropriate indoor air quality, mitigate noise and visual disruptions, encourage flexibility, information sharing and team building
- Standardize the work space size regardless of the position

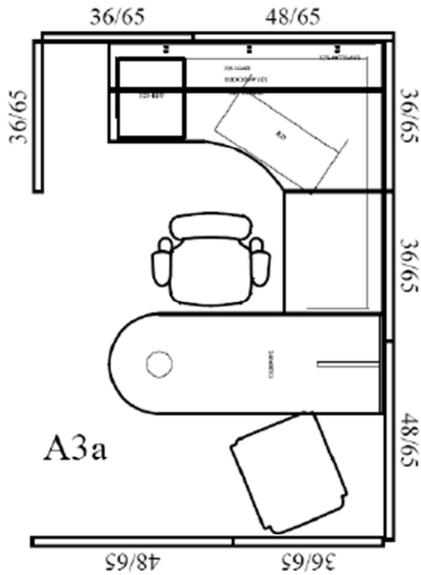


Interior Health

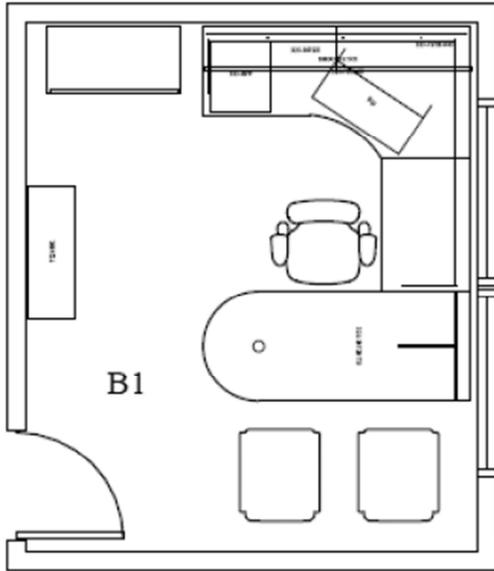
48.5 square foot open office



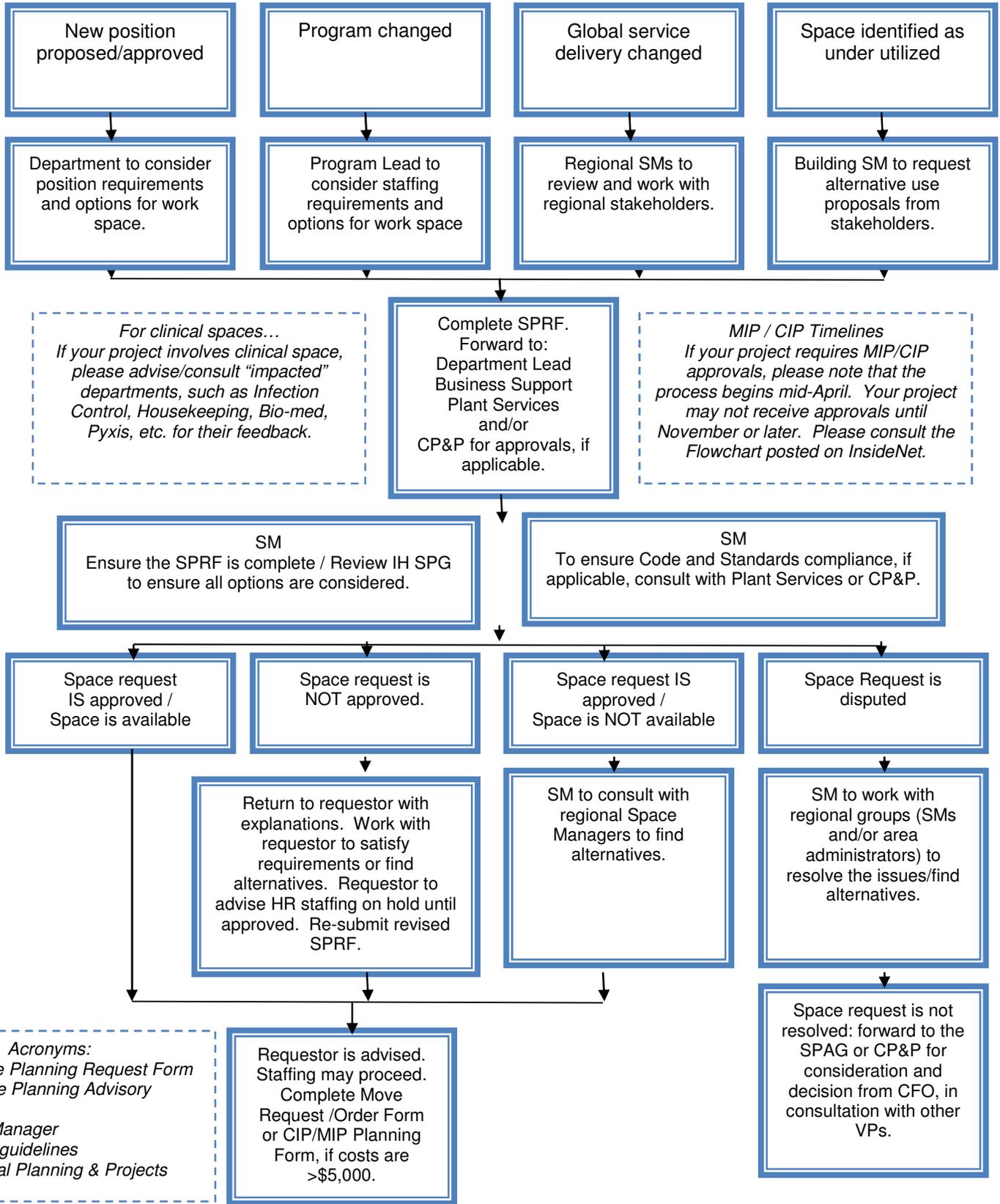
72 square foot open office



120 square foot enclosed office



**IHA Space Guidelines
APPENDIX A
SPACE REQUEST/PLANNING FLOW CHART**



**IHA Space Guidelines
APPENDIX B
SPACE MANAGER TOOL BOX**

Forms	References
Form 1 Space Planning Request Form**	IH Space Planning Guidelines
Form 2 Project Requisition Form	BC Government Office Space Standards (separate document)
CIP/MIP Planning Form http://inet.interiorhealth.ca	
FYI – 1 IHA MIP/CIP Approval Process	Sample Space Map (separate document)
Principles for Space Allocation Template (customize for each facility) (separate document)	Building drawings

SPACE REQUESTOR TOOL BOX

Forms to complete	To consult before completing the Forms...
Form 1 Space Planning Request Form** (send completed, signed form to Space Manager)	<p>IH Space Planning Guidelines</p> <p>H.R. Checklist (pending)</p> <p>Guidelines for Discreet Conversations (pending)</p> <p>IH Flexible Work Space Policy</p> <p>Standards of Conduct Policy for IHA Employees (http://inet.interiorhealth.ca)</p> <p>Privacy Policy and Management of Confidential Information (http://inet.interiorhealth.ca)</p> <p>IHA Facilities List – Space Managers (link to come)</p>
Form 3 Move Request/Order Form (complete upon approval of the Space Request, signed form to Space Manager)	
Form 2 Project Requisition Form - Projects over \$5,000 - Complete upon approval of the Space Planning Request Form and send to cppclerks@interiorhealth.ca	<p>CIP/MIP Project Planning Form http://inet.interiorhealth.ca</p> <p>Form 4 Weighted Score Card (to follow)</p>
	IMIT FTE Checklist
	<p>InsideNet URL: http://inet.interiorhealth.ca</p> <p>Output Device Strategy for Interior Health Output Device Strategy</p>

Form 1 Space Planning Request Form**

CONTACT INFORMATION		Date of Request:
Requesting Department/Program	Requestor contact name and phone	Requesting Department Director name and phone

Date space is required:	Position / Name requiring space	If space required for additional position, please outline separately.
-------------------------	---------------------------------	---

REASON FOR REQUEST *(Please check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Confirmed personnel growth* (through operational funding or equivalent) | <input type="checkbox"/> Anticipated personnel growth* |
| <input type="checkbox"/> Operational change (i.e. no longer supported by existing facility)* | <input type="checkbox"/> Personnel/Program consolidation* |
| <input type="checkbox"/> Forced relocation (i.e. program space is required for a different program) | <input type="checkbox"/> Other – please describe. |

**please provide details/brief/validation*

WORK / SPACE INFORMATION

1. Type of space required: (check one in A and B) Please review IH Space Guidelines.

- A. New space Relocation
- B. Clinical Office Dedicated Shared office Shared cubicle Touchdown

2. Duties of the position (check all that apply) to help determine the appropriate space:

- # of patients/day _____ # of visitors/day _____ Supervisor with # of private meetings/day _____
- # of teleconferences/week _____ # of meetings/week _____ and # of meeting participants (range) _____

Additional Comments:

3. Days/Hours of Work:	Percentage of time in the work space:
-------------------------------	--

4. Please provide the rationale for the type of space indicated above:

5. If this request involves a transfer from an existing space, please specify from which location:

6. Please describe the backfill plan of the existing space (if applicable):

7. Is this space required on a permanent basis or a temporary basis?

8. If on a permanent basis, are the on-going operating dollars in place for the space? ** yes no

9. If on a temporary basis, please indicate the period required: _____ to _____

10. Preferred location (site/area/type of space): (please outline/explain functional adjacencies, if applicable)**

11. Equipment required (check all that apply)

- | | | | | | | | |
|---|-----------------------------------|---------------------------------------|--|----------------------------------|--------------------------------|--|-------------------------------------|
| <input type="checkbox"/> PC | <input type="checkbox"/> laptop | <input type="checkbox"/> dual screens | <input type="checkbox"/> docking station | <input type="checkbox"/> printer | <input type="checkbox"/> fax | <input type="checkbox"/> telephone | <input type="checkbox"/> hands free |
| <input type="checkbox"/> filing cabinet | <input type="checkbox"/> bookcase | <input type="checkbox"/> desk | <input type="checkbox"/> MFP | <input type="checkbox"/> copier | <input type="checkbox"/> chair | <input type="checkbox"/> other (specify) | |

This list helps determine the size/type of work space needed. You are responsible for ordering and funding these items.

12. Estimated cost of the move/renovations: please provide complete the CIP/MIP Planning Form

Approvals on the next page...

APPROVALS	
Department Lead: (Please sign and print name)	Telephone:
Business Support: (Please sign and print name)	Telephone:
If minor renovations are required- Plant Services (Please sign and print name)	Telephone:
Building Space Manager (Please sign and print name)	

**** Please provide rationale and additional information on separate pages.**

FOR BUILDING SPACE MANAGER ONLY

Solution and/or Space allocation:

ROUTING / CHECKLIST: (Building Space Manager only)

All approvals signed All required validations provided

Approved / Forward to:
 Requestor Department IMIT and Plant Services (renovations) or Capital Planning & Projects (capital project)
 For clinical spaces- Operationally impacted departments (i.e. Infection control; housekeeping; Bio-med.; etc.)

Not approved / Forward to:
 Other location Space Manager Regional Space Manager group Area Administrator SPAG



Interior Health

Form 2 Project Requisition Form

ADD TO EXISTING PO

NEW PO CONFIRM

Please forward to Capital Planning & Projects

e-mail: cppclerks@interiorhealth.ca

Date:		Site:		Requested By:			
Department:				Phone: Fax:			
Deliver to:		Manager Approval: Name/Signature					
Cost Centre:				Project Name:			
<input type="checkbox"/> CIP or <input type="checkbox"/> MIP			<input type="checkbox"/> Project under \$10,000 – 1 quote attached <input type="checkbox"/> Project over \$10,000 – 3 quotes or waiver attached				
MIP – 1 X Funding #: M (IF APPLICABLE)			<input type="checkbox"/> WCB attached <input type="checkbox"/> Insurance attached				
LINE	SUPPLIER	CATALOGUE # AND/OR DESCRIPTION		QTY	UNIT	UNIT PRICE	EOC
1							
2							
3							
4							
5							

**** Please fill out each box and attach all required documents or it will be returned for re-submission. Thank you. ****

Form 3 Move Request/Order Form

CONTACT INFORMATION				
Requesting Department/Program	Requestor contact name and phone	Requesting Department Director name and phone		
Site Name	Address	Date Space is required Temporary move (< one year)? <input type="checkbox"/> Y <input type="checkbox"/> N		
FINANCIAL INFORMATION / APPROVALS (Approvers- please provide comments on separate pages)				
Department Signing Authority (print name)	Signature	Cost Centre		
Project Name (if applicable)		Project or P.O. Number (if applicable)		
Business Support: (Please sign and print name)		Telephone		
Space Planning Manager: (Please sign and print name)		Telephone		
Plant Services: (Please sign and print name)		Telephone		
IMIT: (Please sign and print name)		Telephone		
Human Resources: (Please sign and print name)		Telephone		
EQUIPMENT/SERVICES NEEDED				
Description	Cost center	Cost estimate	Provided by	Completed <input type="checkbox"/>
Data/voice cabling				
Printer/MFP/Copier				
Desk top computer or Lap top computer (circle one)				
Telephone or Mobile phone (circle one)				
Hands-free headset				
Card access – building				
Card access – offices				
Work station				
Renovations <i>(consult Plant Services/ MIP may be required)</i>				
Window blinds				
Other: _____				
Other: _____				
<i>The requesting department is responsible for ordering, paying for equipment/services (if applicable) and liaising with Plant Services or Building Manager.</i>				

Requestors, please complete this form, including approvals. Address any comments or issues raised by approvers and attach.

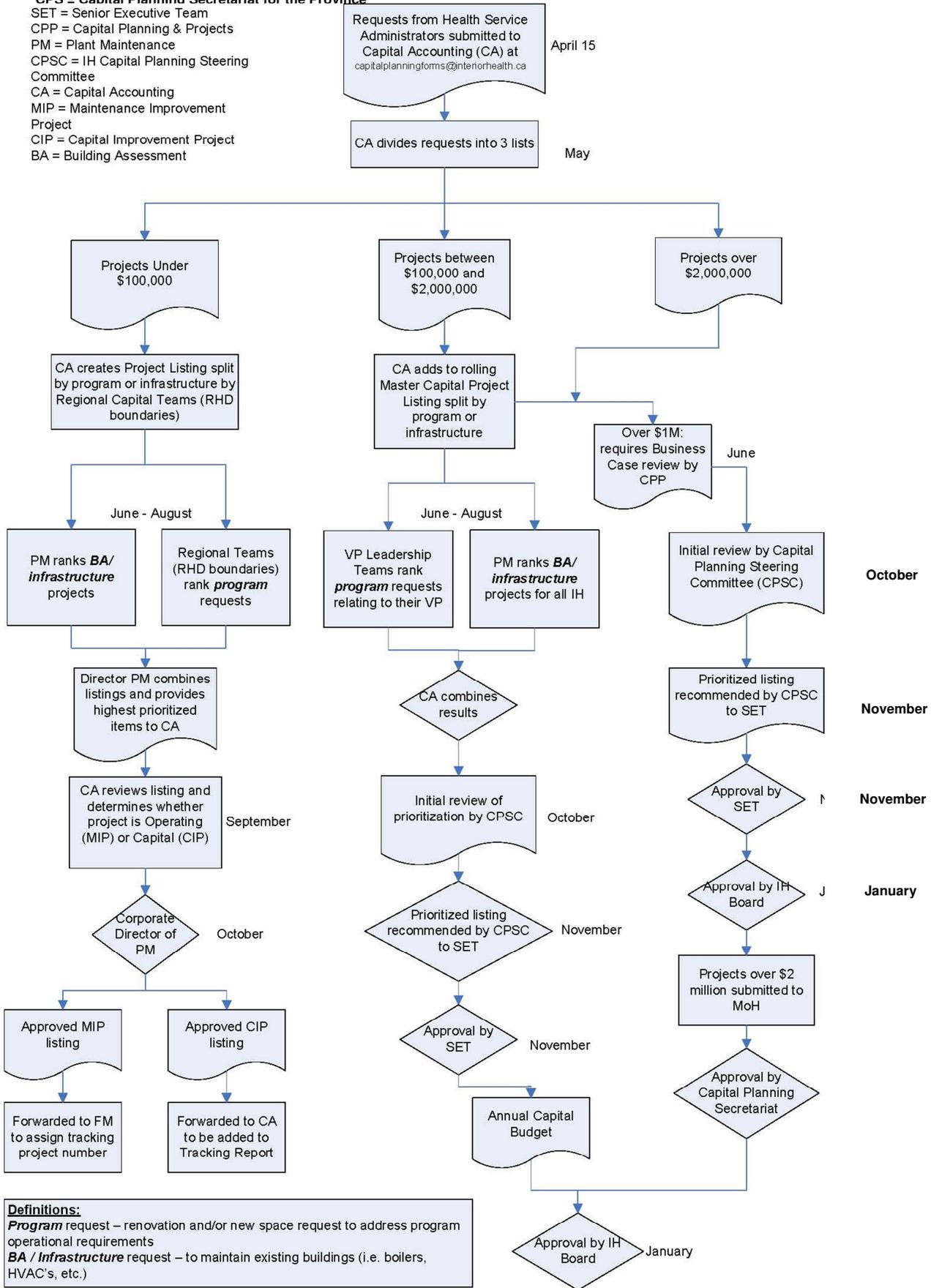
Provide the original to the Space Planning Manager for the building in which the work will take place. The Space Planning Manager to distribute to Plant Services, etc.

Project title:		Form 4 - Weighted Score Card				CRITERIA FORMULAE AND SCORES			
Contact Name:		Telephone:							
CRITERIA	GUIDELINES FOR RATING / JUSTIFICATION **					RATING (0-20)	AVERAGE WEIGHT	OVERALL SCORE	
	0 <i>Other</i>	5 <i>Need</i>	10 <i>Priority</i>	15 <i>Very High priority</i>	20 <i>Urgent priority</i>				
Strategic Alignment	Does not support a MoH or HA strategy	Aligns with 1 MoH strategy and/or 1 HA strategy	Aligns with 2 MoH strategies and/or 2 HA strategies	Aligns with 3 MoH strategies and/or 3 HA strategies	Aligns with 4+ MoH strategies and/or 4+ HA strategies	0.0	10.0	0.00	
Strategic Alignment Comments									
Service	SERVICES - provides services such as infection control; IM IT; social services; allied health services; as well as maintenance, housekeeping, etc. / provide services by appointment (applies to admin space, not service itself)	ADMINISTRATION - provides managerial and administrative support for clinical services	EDUCATION - provides education to clinical staff / for clinical programs or depart. / need to be there "in the moment"	EXAMINATION - provides examination / assessments of patients ADMINISTRATION - Resident leadership of a site/site program/site dept.	CLINICAL - provides direct clinical services or direct clinical care to patients /Need to be there "in the moment".	0.0	35.0		
Service Comments									
Usage of space <i>(The space is used more than 60% of the time - please document.)</i>	Under 30%	30-59%	60-79%	80-89%	Over 90%	0.0	10.0		
Usage Comments									
Patient Safety	Does not address patient safety	Aware of safety issues	Addresses potential safety issues	Addresses safety issues	Addresses urgent safety issues	0.0	25.0		
Patient Safety Comments									
Lean Efficiencies	None	Potential Lean efficiencies	Some Lean efficiencies	Many Lean efficiencies	Significant Lean efficiencies	0.0	10.0		
Lean Efficiencies Comments									
Workplace Safety Improvements	Does not address workplace safety improvements	No workplace safety issues to be addressed	Identifies and resolves potential safety issues	Identifies and resolves safety issues	Identifies and resolves urgent safety issues	0.0	10.0		
Workplace Safety Comments									
NOTE: each selection MUST be backed up by evidence attached to this score sheet; ratings that are not backed by evidence will be lowered					NOTE: Rating AND Comments from Column G are carried forward to the Summary.				
** The Weighted Scorecard is a Space Manager tool to be used in conjunction with the Space Planning Request Form. It is mainly intended for use when multiple requests for space are received at a site. The criteria and average weights can be customized for a particular site.									

FYI – 1 IHA MIP/CIP Approval Process

Legend:

- MoH = Ministry of Health**
- CPS = Capital Planning Secretariat for the Province**
- SET = Senior Executive Team
- CPP = Capital Planning & Projects
- PM = Plant Maintenance
- CPSC = IH Capital Planning Steering Committee
- CA = Capital Accounting
- MIP = Maintenance Improvement Project
- CIP = Capital Improvement Project
- BA = Building Assessment



Definitions:
Program request – renovation and/or new space request to address program operational requirements
BA / Infrastructure request – to maintain existing buildings (i.e. boilers, HVAC's, etc.)