



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

**MEMORANDUM**

**2008/09-02**

**To:** Chairs and Directors

**cc:** Ron Venter, Chair, Divisional Space Review Committee

**From:** Cristina Amon, Dean

**Date:** July 22, 2008

**Re: Divisional Space Review and Development of Master Plan**

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The availability of space in support of teaching, research, and administration is of critical importance to the Faculty. This review is being initiated to evaluate the quality and quantity of existing space within APSE, and to determine the current and projected space needs of the Faculty. This review will identify space deficiencies (including underutilization), inform allocations of available space and possible reallocations of existing space, and provide the basis for new space plans. In turn, the project will help promote the need to value space appropriately and use space efficiently. The resulting new space plans will be incorporated into the Faculty's strategic plan and guide fundraising efforts. The project will be conducted over a period of 3 – 5 months commencing in July 2008.

**Planning Team Membership:**

Ron Venter (chair), Professor Emeritus, APSE.  
Stewart Aitchison, Vice-Dean, Research, APSE  
Vanessa Abaya, Executive Director, Advancement, APSE  
Grant Allen, Vice Dean, Undergraduate Studies, APSE  
Gloria Bryan (secretary), Operations Manager, APSE  
Chris Damaren, Vice Dean, Graduate Studies, APSE  
Jimmy Lu, Vice-President, Student Life, Engineering Society, APSE  
Gail Milgrom, Campus and Facilities Planner  
Steve Miszuk, Director, Planning & Infrastructure, APSE  
Tom Nault, Associate Registrar & Director of Academic Scheduling, APSE  
Dan Sellan, Graduate Student, Dept. of Mechanical and Industrial Engineering, APSE  
Elizabeth Sisam, Assistant Vice-President, Campus & Facilities Planning

**Terms of Reference:**

After verifying the complete divisional inventory of space, including local classrooms, the working group will:

1. Determine the occupancy and utilization as compared to the Council of Ontario Universities (COU) and the University's space standards. Evaluate the quality of the space and identify space that requires renewal for high service or low service activities, and space that has such significant deficiencies as to make renewal impractical.
2. Determine an estimated cost of renewal for space identified as requiring improvement.
3. Recommend occupancy changes to improve efficient use of existing space.
4. Create a comprehensive master plan that identifies the short, medium, and long-term renovations and building upgrades required, based on departmental input and academic plans.
5. Identify potential development sites for capital projects, both within and adjacent to the Engineering precinct.