



FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Elizabeth Sisam, Assistant Vice-President Campus and Facilities Planning

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DATE: March 24th for April 1st, 2009

AGENDA ITEM: 7(c)

Project Planning Committee Terms of Reference for Chemistry Undergraduate Teaching Laboratories at the University of Toronto Mississauga

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, section 5.A. the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

BACKGROUND:

The existing chemistry laboratories at UTM have been in service since 1970 and have undergone essentially no renovation or modernization since that time. Each room was designed to accommodate 24 students at a time for a total of 480 students per 5-day week. Today the laboratories must accommodate more than twice that number of students. As a result, laboratory classes have been scheduled on a number of evenings, on Saturdays and laboratory instructional hours for students, particularly first-year students, have been reduced. Upper year laboratory sessions and the type of experiments performed have been restricted by the number and location of fume hoods.

The project planning committee will recommend improvements to the design, layout and operations of the undergraduate laboratories to increase utilization and create a much improved instructional environment.

COMMITTEE MEMBERSHIP:

Gage Averill, Vice-Principal Academic and Dean (Chair)
Judith Poe, Chair of Chemical and Physical Sciences UTM
Ulrich Fekl, Associate Professor, Chemical and Physical Sciences UTM
Rubina Lewis, Chemistry Lab Coordinator, Chemical and Physical Sciences UTM
Lin Milne, Chemistry Technician, Chemical and Physical Sciences UTM

Mylene Vincent, Departmental Manager, Chemical and Physical Sciences UTM
Andrew Chan, Graduate student
Monica Grembowicz, Undergraduate student
Laura MacDonald, Associate Director, Environmental Health and Safety
Stepanka Elias, Facilities Planner, Facilities Management and Planning, UTM
Anil Vyas, Director Technology Resource Center, UTM
Paull Goldsmith, Director, Facilities Management & Planning, UTM
Sarah Birtles, Planner, Office of the Assistant Vice-President Campus and Facilities Planning
Julian Binks, Manager, Capital Projects Planning, Real Estate Operations

TERMS OF REFERENCE:

1. Review the space utilization of the chemistry undergraduate teaching laboratories and related support space and demonstrate that the proposed space program will be consistent with the Council of Ontario Universities' and the University's own space standards.
2. Make recommendations describing other models for undergraduate teaching laboratory layout and operation.
3. Review environmental and occupational health and safety processes and procedures, propose improvements to laboratory operation and implement new chemical and chemical waste management processes (i.e. purchasing and inventory management and control) for the undergraduate laboratories.
4. Identify equipment and moveable furnishings necessary to the project and their estimated cost.
5. Identify all data, networking, communication, and A/V requirements and their related costs.
6. Identify all environmental, occupational health and safety, life safety, security and accessibility requirements and their related costs.
7. Determine a total project cost estimate (TPC) for the capital project, operating costs including the cost of implementation in phases and identify all other resource costs to the University.
8. Identify all sources of funding for capital and operating costs.
9. Report in September 2009.