

<b>SUBJECT:</b> Building Program Development-Capital Projects Procedure	<b>Effective Date:</b> 7/26/2013	<b>Policy Number:</b> FS 2013 FPC0019	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 6
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to departments in Facilities and Safety (F&S).

**PROCEDURE STATEMENT:**

The Building Program process will be initiated by the Associate Vice President for Administration and Finance (Facilities and Safety) to assist the Facilities Planning and Construction Department in preparing a Building Program for each university building, facility, or project recommended for planning and construction. The Building Program will subsequently be given to the Architect of Record to begin the program verification phase of the project.

**PROCEDURES:**

The Building Program Committee will be composed of the following:

- End-User Committee Chair appointed by the Provost
- Associate Vice President for Administration and Finance (Facilities and Safety)
- Assistant Vice President, Facilities
- Director of Facilities Planning and Construction; and
- Designee as appointed by Associate Vice President for Administration and Finance (Facilities and Safety)

Upon appointment, the Committee will prepare the basic data needed to develop the Building Program as described below. A Building Program is developed and approved by the Committee and the Associate Vice President of Administration and Finance (Facilities and Safety) prior to the development of the detailed Final Building Program, which is the responsibility of the Architect of Record selected for the project.

Building Program Requirements:

- Title Sheet
- Approval Signatures
- Table of Contents
- Introduction

The committee will provide the following:

Introductory Statement

- Provide an overview of the proposed project or program.

Academic Plan (not applicable if the building is non-academic)

- Identify any proposed academic program that will be housed within the facility. If proposed academic programs are not a part of an approved academic plan, provide information to explain the need and justify the establishment of a new academic program.

Space Needs Assessment

- Describe the facilities problem and proposed solution in terms of current and future facilities deficiencies. Describe alternative solutions considered, such as rescheduling of classes, remodeling of existing space, jointly using facilities on or off campus and leasing of space.
- Provide reasons why other alternatives were not chosen and why a new facility is the best solution.
- Provide quantitative analysis indicating how the proposed amounts and types of space were determined using the requirements of the program to be housed.

Analysis of Impact on Master Plan (Reference the current Campus Master Plan.)

- Describe how the proposed project will correlate with the Campus Master Plan.
- Show the location of the project on the Campus Master Plan (if applicable).
- If the project will require an amendment to the Campus Master Plan, provide information for the amendment.

- If the project is located off the main campus, describe action(s) that will be taken to obtain necessary approvals.

### Site Analysis

- Provide a site analysis outlining the availability of utilities, roads, etc. Describe any unusual site conditions that may impact the cost or design of the project, such as grades, soil conditions, restricted building area, etc.
- Provide a checklist of site information.
- Provide a site location map.

### Program Area

- Include a table of space categories (required).
- Include the Educational Plant Survey comparison with the existing space categories. If an Educational Plant survey does not exist, notify the Director of FP&C to have either a Spot Survey or Educational Plant Survey completed.
- Provide Space Category Descriptions of the proposed spaces.
- Provide a brief functional description of the space categories proposed within the building.
  - Building Organization Requirements
  - Building Organization with Functional Relationships shown as a bubble diagram
  - Building Structure (steel or concrete frame)
  - Traffic and Parking (a brief description of traffic and parking conditions)
  - Landscaping (Reference the UCF Design, Construction, and Renovation Standards.)
  - Utilities (Reference the UCF Design, Construction, and Renovation Standards.)
    - Mechanical Systems (Division 15)
    - Electrical and Telecommunications Systems (Division 16)
    - Fire and Security Systems (Division 16)
    - Potable Water (Division 15)
    - HVAC Systems (Division 15)

- Computing and Systems (Division 16)
- Audio Visual (Division 16)

#### Other Codes, Standards, and Guidelines

- Provide a review of applicable codes that may affect this project.

#### Information and Communication Resources Requirements

- Briefly review the requirements for Information and Communication technology.

#### Utilities Impact Analysis

- Provide the probable impact of this project on utilities.

#### Appendix

- Project Schedule
- Program Funds
- Project Budget Summary

#### Building Program Approvals

- Preliminary Approvals:
  - Committee Chair
  - Director, Office of Instructional Resources
  - Director, Computer Services & Technology
  - Director, Sustainability and Energy Management
  - Director, Facilities Operations
  - Director, Environmental Health and Safety
  - Director, Facilities Planning and Construction
  - Director, Landscape and Natural Resources
  - Space Planning Analysis and Administration (SPAA)
  - Director, Resource Management
  - Director, Emergency Management
  - Assistant Vice President, Security and Safety and Chief of Police
  - Assistant Vice President, Facilities
- Final Approvals:
  - Associate Vice President of Administration and Finance (Facilities and Safety)
  - Vice President of Administration and Finance
  - Provost

- President
- Board of Trustees

#### Building Design - Schematic Design Phase:

- Following approval of the Building Program by the Board of Trustees, the Director of Facilities Planning and Construction will initiate standard practice procedures to select an architect for the project. It will be the responsibility of the architect, working with the Director of Facilities Planning and Construction and the Chair of the Building Program Committee, to prepare a schematic design of the project for review by Facilities and Safety personnel and the Vice President for Administration and Finance (Facilities and Safety).

#### Building Design - Design Development and Construction Documents:

- Based on the approval of the schematic design, the architect, working with the Director of Facilities Planning and Construction, will prepare design development and construction contract documents. The Director of Facilities Planning and Construction will present these documents for approval by the Associate Vice President for Administration and Finance (Facilities and Safety), the Vice President for Administration and Finance, the President, and the Board of Trustees. Following approval by the Board of Trustees, the university, with assistance from the architect, the Departments of Facilities Planning and Construction and Resource Management, will proceed with the Construction Contract Award.

#### Building Construction – Implementation of Construction Contract:

- The Architect, the Office of Facilities Planning and Construction and the Building Code Administrator shall monitor construction of the facility, and provide monthly progress reports to the Associate Vice President for Administration and Finance (Facilities and Safety).

#### Proposed Method Delivery

- The Associate Vice President of Administration and Finance (Facilities and Safety) and Director of Facilities Planning and Construction shall determine the design and construction delivery system for projects.

Approved By:

Date Approved:



7/26/13

Priscilla L. Kernek  
Associate Vice President,  
Administration and Finance  
(Facilities and Safety)