

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

DIRECTIVE 1C-10

Issue date: August 2012

COORDINATION WITH INDIVIDUAL CAMPUS STANDARDS

1. General

- a. The individual Campuses of the State University system have their own Campus standards, which may be in writing, expressing their preferences for building and site systems and components and their procedures for reviewing and approving design and construction work. The Consultant must obtain and understand these standards and communicate to the Fund any conflicts with its procedures and Directives.
- b. Implement Campus standards only when conflicts, if any, with Fund's procedures and Directives have been resolved. Campus standards may have impacts on construction cost and should not be implemented until that cost impact is determined and construction funds are available. Campus procedures for reviewing and approving design and construction work should be documented in the project schedule.
- c. If a Campus standard is a sole or single source product, see Directive 1C-2 Specification of Materials for the procedure to request approval of the sole or single source.

2. Obtaining and meeting the Campus Standards

- a. Written standards, where available should be provided to the consultant at the orientation meeting for review as part of the Program Verification Phase. If not obtained at that meeting, the Consultant should note in the meeting minutes who will provide the written standards and when. See 1C-11 Project Meetings and Responses to Phase Comments for tracking and completing this action item.
- b. When written standards are obsolete or non-existent, the Consultant should document the standards by interviewing the appropriate Campus staff and recording the standards in meeting minutes. The appropriate Campus staff should be identified by the primary Campus contact person. Review the following items:
 - 1) Document layering system
 - 2) Special conditions (Utility shutdowns, special events, hours of work for construction activity, etc.)
 - 3) Environmental Health and Safety standards – Hot work permits, etc.

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- 4) Coordination requirements for Campus installed work.
 - 5) Room numbering, signage and wayfinding standards
 - 6) Attic stock / extra material standards
 - 7) Custodial and maintenance standards
 - 8) Landscaping and site infrastructure standards
 - 9) Hardware standards
 - 10) Material and finish preferences (see Directive 1C-3 as well)
 - 11) Toilet Room standards for accessories, partitions, etc.
 - 12) Access route expectations for custodial and maintenance programs.
 - 13) Elevator standards
 - 14) Plumbing standards
 - 15) HVAC standards
 - 16) Electrical standards
 - 17) Lighting standards
 - 18) Telecommunications standards
- c. Documenting compliance with Campus standards: In the Phase reports summarize the applicable Campus standards as a series of bulleted items, as both a checklist for review as well as written verification of the standards followed in the project.
- d. Campus Feedback: As part of their phase review, the Campus will review the Consultant's documentation of their standards as well as their implementation in the design documents. The Consultant should elicit Campus feedback at the phase review meetings when none has been documented in the written Campus comments. Document this feedback in the meeting minutes.
3. Implementing Campus Standards: The Campus standards guide the Consultant's development of the design, but shall not serve as the design documentation of the project. The Consultant provides the appropriate, project specific design documentation for the construction work, in compliance with the applicable codes, regulations, standards, etc. required by authorities having jurisdiction over the project.
4. Construction Phase: Provide copies of the approved shop drawings to the Campus upon their request for coordination with their efforts to occupy the building.

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