

**Project Name – UI**

**Project Number**

**Design Phase**

**Date**

DESIGN & CONSTRUCTION

OWNER'S PROJECT
REQUIREMENTS

The OPR is an inclusive, detailed description of the Owner's goals and requirements for the project, and the Owner's expectations on how the project will be used and operated.

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# Project Team

*Insert Stakeholder Matrix. Include the role and responsibilities regarding the project for each member.*

# Owner’s Project Requirements (OPR)

*Do not describe requirements as “per UI Design Standards”. If this is the case summarize the Design Standard in the description.*

*The numbering system used in this OPR Template shall remain consistent. Should additional sections be required, these sections shall be added using the same numbering system.*

## Project Information

### Executive Summary

*At a minimum include project address, project site adjacencies, and include the building in which the project is located. Indicate if the project is a new building, addition, or renovation project.*

1. Insert UI Campus Planning or UIHC Transfer Package items when available.

## Program Needs *(for Campus Planning use only)*

### Operational Objectives

*What are the functions of the building, addition, renovation?*

### Major Project Assumptions

1. Schedule and Sequence *Include durations (number of months, not actual dates) for start of construction, substantial completion, temporary relocation, etc.)*
2. Design and Construction Phasing *Describe project phasing if applicable****, if none, insert the word “None.”***
3. Building Occupancy During Construction *Indicate if building will be occupied during construction and, if so, describe occupancy requirements).*

### Space Requirements

1. Enabling Projects *Describe projects that must be completed for this project to proceed. If not applicable insert the word “None.”*

## Project Description

### Project Site Considerations

1. Parking and Pedestrian Circulation
2. Landscape and Hardscape
3. Environmental Compliance
* *Complete Preliminary Environmental Review Checklist and attach it as an appendix.*
1. Sustainability Goals
* *Indicate energy conservation goals (i.e., 20% beyond ASHRAE 90.1 baseline, etc.).*
* *Include any other sustainability goals, if none, insert the word “None.”*

### Structural Considerations

### Architectural Considerations

1. Building Envelope *Provide a summary description of general, Owner specific requirements (i.e., desired building aesthetic, durability, maintainability, percent of glazing, etc.).*
2. Interior Architecture *Provide a summary description of the general, Owner specific requirements (i.e., desired aesthetic, durability, maintainability, etc.).*
3. Other Architectural Elements
* Equipment
* Furnishings
* Special Construction
* Conveying Equipment
* Incorporation of Universal Design

Fire Protection Considerations *Where a requirement is still to be determined, indicate TBD.*

1. System Types *Location and type such as wet type, dry pipe, pre‐action systems.*

Plumbing Considerations *Where a requirement is still to be determined, indicate TBD.*

1. Domestic Water (Hot and Cold)
2. Sanitary Waste
3. Stormwater *Refer to Project Site Requirements/Goals section for additional Owner requirements related to stormwater management*
4. Irrigation
5. Special Plumbing Systems *Provide a description of any special plumbing systems required for the project, including the design criteria for the system. Detailed descriptions of the design provided to meet these requirements shall be reserved for the BOD. Add or delete from the below list as required for the project.*
* High Purity Water Systems
* Special Waste Systems
* Vacuum
* Compressed Air
* Medical Gas Systems
* Specialty Gases
* Special Water Systems *(e.g., animal, plant, etc.)*
1. Natural Gas *Describe specific Owner natural gas requirements in this section.*
* Utility Connection *Describe source*

Mechanical Considerations *Where a requirement is still to be determined, indicate TBD.*

1. Mechanical System Requirements
* Cooling Systems/Source *Provide a summary description of the cooling system including Owner specific requirements, e.g., chiller plant located in the building, chilled water from a central chiller plant located in building X, DX, VRF, heat pumps, etc.*
* Heating Systems/Source *Provide a summary description of the heating system including Owner specific requirements, e.g., HHW generated by steam from the university’s system, condensing boilers located in the building, VRF, heat pumps, etc.*
* Humidification Systems/Source *Provide a summary description of the humidification system including Owner specific requirements, e.g., provided by steam from the university’s system, steam boiler in the building, clean steam generator in the building, local self‐contained humidification system, etc. If none, state none.*
* Special Mechanical Systems *Provide a description of any special mechanical systems required for the project, including the design criteria for the system. Detailed descriptions of the design provided to meet these requirements shall be reserved for the BOD. Add or delete from the below list as required for the project.*
	+ Exhaust
	+ Process Cooling
	+ Smoke Control
1. HVAC System Requirements by Space Type:
* Offices
* Classrooms
* Atria
* Kitchens
* Dining Areas
* Residential Rooms
* Laboratories
* Vivaria
* Clinical Spaces
* Procedure Rooms
* Pharmacies / Clean Rooms
* Lobbies
* Loading Docks
* Trash, Recycling, Composting Rooms
* Stairwells
* Data Closets
1. Laboratory Equipment
2. Control and BAS Strategy

Electrical Considerations *Where a requirement is still to be determined, indicate TBD.*

1. Electrical System Requirements
* Panelboards and associated equipment *Describe requirements for each space. Add and delete space types as applicable to the project****, if none, insert the word “None******”.***
1. Emergency/ Standby Power
* Power source preference *(i.e., generator, central battery unit, individual battery packs, etc.)*
1. Special Loads *Revise this section to include a list of equipment that requires additional consideration and their requirements (i.e., isolation power transformers, harmonic mitigation, stage and performance power, copper‐shielded rooms, mandated lighting levels, RFI/EMI concerns, etc.). Where a requirement is still to be determined, indicate TBD.* ***Delete this section if it does not apply.***
2. Interior Lighting
* Special Lighting Requirements. *List areas requiring special lighting requirements with a brief description (temperature, CRI, Controls, etc.). Add and delete space types as applicable to the project,* ***if none, insert the word “None******”.***
	+ Laboratory
	+ Classroom
	+ Reception
1. Exterior Lighting
2. Lighting Controls

### Communications Considerations

1. Audio/Visual System Requirements
2. Telephone/ Data Systems *Describe requirements and locations (i.e., Wi‐Fi coverage areas, POTS vs Voice Over IP, Separate telephone system requirements (critical care, emergency use, etc.), etc.)*
3. Healthcare Communications and Monitoring Systems *Describe requirements and locations*

### Electronic Safety & Security Considerations

1. Fire Alarm System *Indicate if tying into an existing system and if existing system, head-end, or cabling, need to be updated? List areas requiring special devices (i.e., beam detectors).*
2. Security Systems *List required security systems and locations (i.e., Access control requirements (perimeter, interior space, etc.), Camera (CCTV) requirements, Limited access spaces due to types of materials stored, Point of service security requirements, Security telephones/blue light phones, door lock‐ out systems).*

### Utilities and Infrastructure Considerations

### Owner Equipment Considerations

## Implementation

1. Applicable Codes *Name code version used for the codes listed. The edition of building codes is to be as listed in this section as of the beginning of the design development phase of a project unless construction documents are submitted to the university for final review more than a year after adoption of the* *new version of the code. Only list codes applicable to the project scope.*
* UI Design Standards: *Indicate version project is following and any anticipated deviations.*
1. Design Approach
2. Construction Approach
3. Commissioning Approach
4. Budget
* Source of Funds
* Financing Plans
* On-Going Operating Funding

## Total Cost of Ownership

1. Relation to University Master Plan
2. Effect on Other Facilities/Programs
3. Space Opportunities/Backfill
4. Personal/Resources
5. Maintenance Considerations
6. Renewal and Replacement Considerations
7. Emergency Management Considerations
8. Closeout Requirements
* Construction/Operations Turnover Meetings
* Maintenance Document Expectations
* Off-Season Testing
* Training Requirements *List training requirements for new systems and equipment. This is not meant to be a complete list of all training needs.*
* Whole System Training

Appendix A *Delete non‐applicable sections and insert as required.*

1. Room Data Sheets
2. Design Deviations
3. Detailed Program *Include reference to detailed report to support the high-level summary table included in the OPR.*

## Appendix B

1. Sample Owner Equipment Cut Sheets *Design Project Manager to determine to what sample cut sheets are to be included in the OPR/BOD.*
* List Cut Sheet Packages included.