

PRE-DESIGN – PROGRAM OF REQUIREMENTS CHECKLIST

Check off each item that is included within the submitted Program of Requirements. Provide a written explanation for any omissions.

EXECUTIVE SUMMARY

- Project name
- Departmental Participant List
- Executive Approvals
- Project Description/Narrative
- Project Justification

PROJECT VISION & GOALS

- Aspirations of the Project

SITE DEVELOPMENT

- Site Introduction (including relationship to campus masterplan)
- Site Location/Orientation
- Site Circulation/Connectivity
- Site Utility Locations, Tie-in Information & Related Infrastructure Improvements
- Storm Water Management
- Parking – Impacts to Existing Parking or Project Special Needs

DESIGN PARAMETERS

- UH Design Guidelines
- UH Master Specifications
- Owner's Project Requirements

SPACE REQUIREMENTS

- Building Summary Space List
- Total Assignable and Gross Square Footage
- Efficiency Factors Used
- THECB Efficiency and Space Inventory Code Requirements
- University Required Non-assignable Spaces
- Food Services Spaces – Auxiliary Services Space Approval, if Applicable
- Adjacency Diagrams
- Building Stacking Diagrams
- Room Data Sheets
- Test Fits for Non-typical or Specialty Spaces

BUILDING INFORMATION

- Construction Materials and Percentages Used to Develop Cost Estimate
- Building Massing
- Mandatory or Recommended Infrastructure Improvements

PRELIMINARY COST ESTIMATE IN CSI FORMAT

- Construction Cost Limitation (CCL) Provided by 3rd Party Estimator
- Soft Costs (Percentage Provided by UH System FP&C)
- FF&E Allowance (Provided by UH System FP&C)
- Escalation to Mid-point of Anticipated Construction
- Total Project Cost (TPC)

PRELIMINARY PROJECT SCHEDULE

- Anticipated Project Schedule/Occupancy Date

VARIANCE MANAGEMENT

- Proposed Variances, if any, Identified and Submitted

I confirm that the above minimum requirements are provided within the Program of Requirements, or that I have provided an explanation for any omissions.

Signature

Date

Printed Name

- END OF PRE-DESIGN PROGRAM OF REQUIREMENTS CHECKLIST -