Board of Regents of the University System of Georgia

Guidelines for Building Programming

This document has been developed for the purpose of assisting units within the University System with the development of architectural programs for new facilities and renovations. The function of a building program is to establish the goals and spatial needs and relationships of the project that are within budget and that will provide guidance to the architect during the design phase of the project.

The program should be a narrative statement that follows the Program Outline (App. 4 A-2). The project Concept should describe the needs and goals of the institution. The User profile should identify and describe the users of the facility being programmed. Site information should include factors such as site selection process, relation to campus master plan, location, proximity to related facilities, environmental issues, historic properties issues, pedestrian and vehicular access requirements, parking requirements, building service requirements (utilities), demolition requirements of any existing structures on site, and any other special features or requirements of the site that may be needed for the building. The Building requirements should include general information about the overall image and level of finish, any special building systems requirements as well as a summary of all required spaces, fixed equipment, and loose equipment.

Detailed information should be included to supplement the synopsis of space requirements. Space/Room Data Sheets (App. 4 A-3) are an acceptable format for detailed information needed in an acceptable program. Provide a complete Space/Room Data Sheet for each space programmed. Describe the requirements of each space, the desired location of spaces within the building, and their relationships to each other. If necessary, provide simple diagrams to define basic space layouts and the relationship of spaces to each other.

Finally, provide budget verification information. Budget verification shall include a complete Program/Budget Analysis form (App. 4 A-5) and any supplemental data to document the compatibility of the Program and Budget. A proposed Project Budget (App. 3 A-1) shall be submitted as part of the program.

During the course of the programming effort, schedule a meeting with the Board of Regents' Program Manager to review and discuss the preliminary direction of the program. Prior to completion, submit a 95% document to the Vice Chancellor for Facilities for review and approval prior to final submittal. When the building program is completed and approved by the President of the institution, as evidenced by his/her signature, it should be transmitted to the Vice Chancellor for Facilities for approval.
APPENDIX 4 A

Guidelines for Building Programming

PROGRAM OUTLINE

PROJECT NAME: 
INSTITUTION/PROJECT NUMBER: 

A. CONCEPT

NEEDS Capital Outlay Requests, Existing conditions, Projected growth, Space Standards...
GOALS Priorities for measurement of success of project

B. USERS

C. SITE

1. DESCRIPTION
   a. Location Selection, Campus Map, Conformance to Master Plan ...
   b. Analysis Adjacent or Related Facilities, site diagrams ...

2. DEVELOPMENT
   Environmental issues Utilities and Infrastructure
   Historic Properties Issues Swing space and or temporary facilities
   Pedestrian/vehicular issues and access Demolition and/or abatement
   Parking Phasing, early site development
   Other

D. BUILDING

1. GENERAL BUILDING REQUIREMENTS
   a. Campus/Contextual Issues/Image
   b. Finishes
   c. Building Systems

2. SYNOPSIS OF SQUARE FOOTAGE REQUIREMENTS

<table>
<thead>
<tr>
<th>Building or Department</th>
<th>Space or Room Name</th>
<th>TOTAL NET ASSIGNABLE SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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Custodial Area as required
Circulation Area as required
Mechanical Area as required
Construction Area as required

TOTAL GROSS SQUARE FEET

3. SYNOPSIS OF FIXED EQUIPMENT (Included in Building Construction Cost)
4. SYNOPSIS OF LOOSE EQUIPMENT AND FURNITURE (Separate Loose Equipment Budget)

E. PROGRAM/BUDGET VERIFICATION Refer to the Program/Budget Analysis Form

F. APPENDIX

1. SPACE STANDARDS See BOR "Preplanning Guidelines" and Higher Education Facilities Planning & Management manuals

2. DETAILED SPACE REQUIREMENTS
   a. Space/Room Data Sheets
   b. Space/Room Layout Sketches
   c. Space/Room Relational Diagrams

University System of Georgia
Building Project Procedure 2000

App. 4 A-2
APPENDIX 4 A
Guidelines for Building Programming

SPACE/ROOM DATA SHEET

PROJECT NAME: ____________________________
INSTITUTION/PROJECT NUMBER: ____________________________

No. of spaces like this required:

1. Use/Functional Component (Division, Department, Etc.):

2. Name of space:

3. Purpose:

4. Desired floor area (net sq. ft.):

5. Architectural features:
   a. Ceiling height:
   b. Suggested materials for:
      Floor -
      Walls -
      Ceiling -
   c. Acoustical requirements (special):
   d. Lighting requirements (special):
   e. Other special requirements:

6. Systems and Utility requirements:
   Telephones
   Computer
   Data Cabling
   Audio/Visual
   Distance learning
   Electrical
   Heating ventilating, air conditioning requirements
   Plumbing
   Other

7. Relationship to other areas:

8. Fixed equipment:

9. Loose equipment and Furniture: (differentiate between new & existing, to be reused):

10. Miscellaneous equipment

11. Comments:

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APPENDIX 4A
Guidelines for Building Programming

Sample
SPACE/ROOM DATA SHEET

PROJECT NAME:
INSTITUTION/PROJECT NUMBER:

No. of spaces like this required: 6

1. Use/Functional Component (Division, Department, Etc.): SCHOOL OF BUSINESS
2. Name of space: MEDIUM CLASSROOM
3. Purpose: GENERAL CLASSROOM FOR 36 STUDENTS
4. Desired floor area (net sq. ft.): 600 SF
5. Architectural features:
   a. Ceiling height: 9'-0"
   b. Suggested materials for:
      Floor - VINYL FLOOR TILE
      Walls - PAINTED
      Ceiling - ACOUSTICAL TILE
   c. Acoustical requirements (special): NONE
   d. Lighting requirements (special): DIMMING CAPABILITIES
   e. Other special requirements: CHALK BD. at FRONT & MARKER BD. -SIDE WALL
6. Systems and Utility features:
   a. Telephones: One, near door
   b. Computer: One at teacher workstation
   c. Data Cabling: One at teacher workstation
   d. Audio/Visual: Overhead projection w/ fixed screen
   e. Distance learning: N/A
   f. Electrical: extra outlets at rear of room
   g. Heating, ventilating, air conditioning req'tms: standard
   h. Plumbing: n/a
   i. Other: building clock system
7. Relationship to other areas: Close to Dept. of Business offices and faculty offices
8. Fixed equipment: "Smart" podium w/ controls for lighting and overhead projection
9. Loose equipment and Furniture: 36 TABLET ARMCHAIRS, TEACHER WORK TABLE & CHAIR
10. Comments: USERS WOULD LIKE WINDOWS IN SPACE

University System of Georgia
Building Project Procedure 2000
App. 4 A-4
## Program Budget Analysis

**Project Name:**  
**Institution/Project Number:**

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### Information Items (See Part II of the BOR “Guidelines for Preplanning.”)

#### A. Building Size Information

- **Net Assignable Square Feet (NASF)** \[NASF=BE \times GSF\]: __________
- **Total Gross Square Footage (TGSF)** \[GSF=BCC/SFC\]: __________
- **Building Efficiency (BE)** \[BE=NASF/GSF\]: Based on Hist. Data for sim. Bldg. __________
- **Burden Factor (BF)** \[BF=1/BE\]: Based on Historical Data for similar bldg. Type __________
- **Square Foot Cost (SFC)** \[SFC=BCC/TGSF\]: Based on Historical Data for similar bldg. Type __________

#### B. Building Cost Information

**Building Construction Cost (BCC) =** $__________

- a) Allowance for Fixed Equipment (included in BCC) $__________
- b) Allowance for Technology Infrastructure (included in BCC) $__________
- c) Allowance for Technology Equipment (included in BCC) $__________
- d) Allowance for _________________(included in BCC) $__________

**Associated Project Costs (APC = Total of items below)**

- a) Allowance for Land Acquisition $__________
- b) Allowance for Environmental Issues $__________
- c) Allowance for Historic Property Issues $__________
- d) Allowance for Pedestrian and Vehicular Access $__________
- e) Allowance for Parking $__________
- f) Allowance for Utility/Infrastructure Requirements $__________
- g) Allowance for Swing Space or Temporary Facilities $__________
- h) Allowance for Demolition and/or Haz. Materials Abatement $__________
- i) Allowance for special phasing or early site development costs. $__________

**Total Associated Project Costs** $__________

**Reserve for Subsurface Conditions: Rock (SC)** $__________

**Stated Cost Limitation (SCL) \[SCL = BCC + APC + SC\]** $__________

**Other Cost Considerations Outside of Stated Cost Limitation**
- Loose Equipment (Furnishings) Included in total project budget
- Computer Workstations, printers, scanners etc. to be provided by the institution