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

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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
        Building or Department
            Space or Room Name..
        Building or Department
            Space or Room Name..
            TOTAL NET ASSIGNABLE SQUARE FEET = _____

        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

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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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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'mts: 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

PROGRAM BUDGET ANALYSIS

PROJECT NAME:
INSTITUTION/PROJECT NUMBER:

Information Items (See Part II of the BOR "Guidelines for Preplanning.")

A.   Building Size Information

Net Assignable Square Feet **(NASF)**   [NASF=BE x 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