

01 00 00 - GENERAL REQUIREMENTS

INTENT OF GUIDELINES

- These guidelines are intended to provide direction for the design of all new and remodeled facilities at UNC, and to enhance the coordination between the design team and the University. This document is intended to support long term operation and maintenance of campus facilities. In addition, the University has developed an Architectural Standard that is a companion to this document. The Architectural Standards address exterior building materials and their usage as well as site features with a goal of providing more architectural consistency on campus.
- Designers are encouraged to make suggestions for alternative approaches. The standards are not intended to be a comprehensive stand alone specification. Deviations from the guidelines must be approved by the University.
- The design team shall incorporate these requirements into the construction documents as applicable
- The University has attempted to standardize many types of equipment and products in order to simplify spare parts requirements, training, maintenance and operation of the facilities.

SECTIONS INCLUDED:

01 30 00 – ADMINISTRATIVE REQUIREMENTS

01 50 00 – TEMPORARY FACILITIES AND CONTROLS

01 70 00 – EXECUTION & CLOSE-OUT REQUIREMENTS

01 30 00 ADMINISTRATIVE REQUIREMENTS

- The University will review the design and cost estimates at the end of each phase, and will provide written comments to the design team. Please allow a minimum of 2 weeks in the project schedule for UNC reviews. **Documents are not to be issued to contractors for pricing or construction until all code review and UNC comments have been addressed and incorporated into the documents.** Project schedules must allow appropriate review and revision time.
- Size and allocation of space within the buildings shall conform to CCHE guidelines. The UNC project manager must approve deviations.

- All **State Funded** projects will be required to incorporate the requirements of the **State of Colorado High Performance Buildings Program (SB-51)**. All Non-State Funded projects will incorporate these requirements as coordinated with the UNC project manager.
- **Buy Clean Colorado Act is now required for all public projects. Design teams must familiarize themselves with these requirements and specify products that comply with this requirement.**
- **SB-19-196 - Any construction contract awarded for \$500,000 or more is subject to the requirements of prevailing wage. These requirements must be reviewed and included in the project manual.**
- **Any construction contract awarded for \$1,000,000 or more shall be required to comply with the Apprenticeship utilization requirements of C.R.S. §24-92-115.**
- Permanent room numbering will be determined by the University as soon as the final room layout has been determined. The permanent room numbers are to be the only room numbers used on any published drawings.

- Color selection summary. Include paint, carpet, tile, base, and all other items which required a color selection.
- O&M manuals should include information on finish items, which may need repair or replacement in the future. This includes items such as: toilet partitions, grab bars, etc. Provide the product information and source for these types of components.
- Alphabetical listing of all system components with Name, address & phone number of company responsible for first year service and source of replacement parts
- Information on all guarantees and special warranties that apply to each product
- All information must clearly indicate which product or component was used on the project.

Operating Instructions

- normal starting, operating & shut-down
- emergency procedures
- summer & winter special procedures (if any)
- day & night special procedures (if any)

Maintenance Instructions

- lubricating instructions

- Include catalog information, material , composition, color and texture designation, manufacturer and all information required for future ordering of the products.

PROJECT COMPLETION AND CLOSEOUT

- Specifications shall require thorough training and instruction for UNC maintenance personnel. Training shall include all mechanical, plumbing and electrical systems as well as any specialty construction. Training for other trades shall be as directed by the owner.
- Require a detailed start-up plan for all operating components of the building. Schedule start-up activities in advance and notify the Owner. Mechanical and electrical equipment shall NOT be started unless a representative of the owner is present. All start-up shall be in strict accordance with the manufacturers instructions.