<u>PRE-DESIGN – PROGRAM OF REQUIREMENTS CHECKLIST</u>

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
- ☐ UH Mission Statement
- ☐ College or Departmental Mission Statement
- ☐ Project Description/Narrative
- ☐ Project Justification
- ☐ Project Vision & Goals

DESIGN PARAMETERS
- ☐ Reference UH Design Guidelines
- ☐ Reference UH Master Specifications
- ☐ LEED Requirements – LEED Silver (or better) Certification
- ☐ Reference Owner's Project Requirements
- ☐ Reference Donor Recognition Signage Process
- ☐ Construction Materials & Percentages

SITE DEVELOPMENT
- ☐ Site Introduction (Including Relationship to Campus Master Plan)
- ☐ Site Location/Orientation
- ☐ Site Constraints
- ☐ Site Circulation/Connectivity
- ☐ Site Utility Locations, Tie-in Information & Related Infrastructure Improvements
- ☐ Storm Water Management
- ☐ Landscape Overview
- ☐ Parking – Impacts to Existing Parking or Project Special Needs
- ☐ Building Massing

SPACE REQUIREMENTS
- ☐ Building Summary Space List
- ☐ Total Assignable and Gross Square Footage with Efficiency Factor Noted
- ☐ THECB Efficiency and Space Inventory Code Requirements (Only Required for E & G Space)
- ☐ University Required Spaces
- ☐ Auxiliary Services Space Approval Required, if Applicable
- ☐ Adjacency Diagrams
- ☐ Building Stacking Diagrams
- ☐ Room Data Sheets
- ☐ Test Fits for Non-typical or Specialty Spaces
- ☐ Additional Space Requirements – Advancement, Facilities Services, Fire Marshall, Parking & Transportation, if Applicable

PRELIMINARY COST ESTIMATE IN CSI DIVISIONS
- ☐ 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)

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 -