

## **PRE-DESIGN – PROGRAM VERIFICATION CHECKLIST**

Review each item listed below and note where modifications have occurred since the original Program of Requirements was completed. Provide a new Executive Summary with supporting documentation for the items that have changed. Submit the program verification report as an addendum to the original Program of Requirements.

### **PROGRAM VERIFICATION REPORT**

- Executive Summary by Architectural Design Firm
- Updated Space Allocation List
- Revision Log to Document Changes from Original Program
- Supporting Documentation and Diagrams (for all items that have changed since the original Program of Requirements was completed)
- New Design Exploration Diagrams
- Original Program of Requirements Document

### **EXECUTIVE SUMMARY (by Original Programming Firm)**

- Project name
- Departmental Participant List
  - Original Program Applies
  - Changes Made
- UH Mission and Vision Statement
- College Mission and Vision Statement
- Project Description/Narrative
  - Original Program Applies
  - Changes Made
- Project Justification
- Project Vision and Goals
  - Original Program Applies
  - Changes Made

### **DESIGN PARAMETERS REFERENCED**

- UH Design Guidelines
- UH CAD Standards
- UH Master Specifications
- LEED Requirements - LEED Silver (or better) Certification
- Owner's Project Requirements
- Donor Recognition Signage Process
- Construction Materials & Percentages

**SITE DEVELOPMENT**

- Site Introduction (including relationship to campus masterplan)
  - Original Program Applies
  - Changes Made
- Site Location/Orientation
  - Original Program Applies
  - Changes Made
- Site Constraints
  - Original Program Applies
  - Changes Made
- Site Circulation/Connectivity
  - Original Program Applies
  - Change Made
- Site Utility Locations, Tie-in Information & Related Infrastructure Improvements
  - Original Program Applies
  - Changes Made
- Storm Water Management
  - Original Program Applies
  - Changes Made
- Landscape Overview
  - Original Program Applies
  - Changes Made
- Parking – Impacts to Existing Parking or Project Special Needs
  - Original Program Applies
  - Changes Made
- Building Massing
  - Original Program Applies
  - Changes Made

**SPACE REQUIREMENTS**

- Building Summary Space List
  - Original Program Applies
  - Changes Made
- Total Assignable and Gross Square Footage with Efficiency Factor Noted
  - Original Program Applies
  - Changes Made
- THECB Efficiency and Space Inventory Code Requirements (Required for E&G Space)
  - Original Program Applies
  - Changes Made
- University Required Spaces Provided
  - All Gender Restroom
  - Attic Stock Storage (Ground floor, near service entrance, min. 8'x8')
  - Custodial Storage (Ground floor, near service entrance, min. 8'x12')

- Janitor Closet (Each floor)
  - Mother's Room (One per building, min. 5'x7')
  - Recycling Room (One per floor, min 8'x8')
  - Reflection Space (At least one per building, approximately 165 SF -250 SF)
  - MDF Room (Ground floor, see UH IT guidelines)
  - IDF Room (One per floor, see UH IT guidelines)
  - Security Closet (One per floor, see UH IT guidelines)
- Food Services Spaces – Auxiliary Services Space Approval
  - Original Program Applies
  - Changes Made
- Adjacency Diagrams
  - Original Program Applies
  - Changes Made
- Building Stacking Diagrams
  - Original Program Applies
  - Changes Made
- Room Data Sheets
  - Original Program Applies
  - Changes Made
- Test Fits for Non-typical or Specialty Spaces
  - Original Program Applies
  - Changes Made
- Additional Space Requirements – Advancement, Facilities Services, Fire Marshall, Parking & Transportation, if Applicable
  - Original Program Applies
  - Changes Made

**PRELIMINARY COST ESTIMATE IN CSI DIVISIONS** (if required due to program changes)

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

**VARIANCE MANAGEMENT**

Proposed Variances, if any, Identified and Submitted

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

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Signature

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Date

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Printed Name

- END OF PRE-DESIGN PROGRAM VERIFICATION CHECKLIST -