

PART 1: DESIGN GUIDELINES

CHAPTER 1: GENERAL INFORMATION

A. Purpose

The University of Delaware Design and Construction Guidelines is intended to provide general instructions to designers in the planning and preparation of construction documents, as well as general guidance to construction professionals working on projects for the University. The purpose is to ensure a minimum standard of quality, durability, consistency, maintainability, and sustainability in building and infrastructure design and construction. The information collected here clarifies what is unique or different about construction at the university as compared to other projects that designers and contractors typically work on.

The Guidelines will be made available by Web access and it is expected that designers will utilize the latest version available at the time a project proceeds with Schematic Design.

WHILE EVERY EFFORT IS MADE TO MAKE THE GUIDELINES COMPLETE AND COMPREHENSIVE, THERE ARE ALWAYS ELEMENTS THAT NEED FURTHER CLARIFICATION OR THERE IS NEW INFORMATION THAT HAS YET TO BE INCLUDED. THE GUIDELINES DO NOT RELIEVE THE DESIGNERS FROM THE RESPONSIBILITY TO PROVIDE COMPLETE, ACCURATE, AND QUALITY CONSTRUCTION DOCUMENTS.

This Manual consists of four parts:

Part 1 - This Part 1 of The Manual provides the design and construction professional with an introduction to the University of Delaware administrative structure as well as some of the drivers for projects. It includes descriptions of

- **Design Management:** Part 1 of The Manual is addressed to the design professional; introducing them to the departments and divisions at the University generally known as campus service providers who are responsible for guiding them through the process and who are instrumental in serving the program needs of the client/ end users. Part 1 discusses the critical design review processes necessary to ensure complete and thorough acceptance of a design before construction can begin. It also includes standard procedures for signage identification and drawing production.
- **Design Review Procedures:** This part of the manual addresses the detailed design criteria to which design professionals must adhere when completing a University of Delaware project. It includes the expectations for working with the University of Delaware Design and Approval Process including reviews by the Board of Trustees, the Visiting Architectural Committee and the Grounds & Building Committee.

Part 2– University Planning Guidelines: Part 2 addresses the detailed design criteria to which design professionals must adhere when completing a University of Delaware project. It includes the expectations for working with the University’s review and approval process including the Architectural Review Board, technical and funding reviews.

Part 3- University Planning Standards: Part 3 is addressed to the design professionals and includes space and logistic requirements that must be addressed for all projects, regardless of the specific program that is going to occupy the new or renovated facility. It includes issues related to access requirements needed for service the programs going into the space.

Part 4– Technical Guidelines. Part 4 represents the minimum levels of performance and quality expected for materials, equipment and systems for each project. It has been completed using the Construction Specifications Institute (CSI) numbering system developed and supported by MasterFormat.

B. Authority of the Manual

All designers and consultants are required to utilize and conform to the Design Guidelines and Standards for all facility design work. Designers are further required to comply with all applicable zoning laws, environmental regulations, NFPA requirements, ASHRAE Guidebooks, and OSHA regulations, as well as all relevant Federal, State and Local codes, whether specifically identified herein or not. In the event that applicable codes and regulations are at variance with the Design Guidelines and Standards or the Consultant shall make the University of Delaware’s Project Manager responsible for the Project aware of the discrepancy and comply with the more stringent requirements.

C. Changes to the Manual

The Guidelines are a baseline that is intended to allow for the introduction of new methods, systems, and materials for consideration by the University of Delaware. It is expected that any alternatives will be proposed before the completion of Design Development. The documents are not to be used as specifications for projects, but are to be incorporated, as appropriate, into the specifications for each university project. Nothing in The Guidelines shall preclude or take precedence over compliance with applicable codes, regulations, requirements, mandates, or laws of the State of Delaware, the City of Newark or the federal government. This is intended to be a living document that evolves through continual review and updates as needed.

The Designer is required to submit any proposed deviations from the Design Guidelines and Standards in writing to the responsible Project Manager. Written approval from the Project Manager is required before the Designer may proceed with the proposed change(s). Any questions, comments, or suggestions to improve University of Delaware’s Design Guidelines and Standards should be submitted to the University Architect. As codes, regulations, products, and preferences change, The University of Delaware updates the Design Standards on an as-needed basis. The Designer is expected to maintain and work from the version of the standards current at the commencement of Schematic Design.

D. University as Client

Project planning and design for the University involves many persons within the University. Among the many reviewing agencies, the work is collaboratively directed through the University Architect’s office, Facility Planning and Construction, and Operations and Maintenance. Nevertheless, the Designer should understand that the University is the project’s owner and client.