INTRODUCTION

CHAPTER ONE

PROJECT GENERAL REQUIREMENTS – Capital Projects

C1A.1. General
C1A.2. Design Standards Compliance
C1A.3. Project Team
C1A.4. Project Vision | Goals | Expectations
C1A.5. Communications
C1A.6. Design Schedule
C1A.7. Project Scope and Budget
C1A.8. Cost Estimate Contingencies
C1A.9. Life Safety Drawings
C1A.10. Value Management
C1A.11. Design Review Process
C1A.12. BCOM Submittal Review Process
C1A.13. Building Information Modeling (BIM)
C1A.14. Web Based Project Management
C1A.15. File Naming
C1A.16. Document Labeling
C1A.17. Drawing Submissions
C1A.18. Specifications
C1A.19. Conformed Documents
C1A.20. Construction Field Reports
C1A.21. Deficiency Log
C1A.22. Attic Stock
C1A.23. Project Close out
C1A.24. Lessons Learned
C1A.25. Post Occupancy Review

PROJECT GENERAL REQUIREMENTS – Non Capital | MR Projects

C1B.1. General
C1B.2. Design Standards Compliance
C1B.3. Project Team
C1B.4. Project Vision | Goals | Expectations
C1B.5. Communications
C1B.6. Design Schedule
C1B.7. Project Scope and Budget
C1B.8. Cost Estimate Contingencies
C1B.9. Life Safety Drawings
C1B.10. Value Management
C1B.11. Design Review Process
C1B.12. BCOM Submittal Review Process
C1B.13. Building Information Modeling (BIM)
C1B.14. File Naming
C1B.15. Document Labeling
C1B.16. Drawing Submissions
C1B.17. Specifications
C1B.18. Conformed Documents
C1B.19. Construction Field Reports
C1B.20. Attic Stock
C1B.21. Project Close out

CHAPTER TWO – CAMPUS DESIGN

C2.1. Introduction
C2.2. Master Plan – Planning Objectives
C2.3. Campus Character
C2.4. Design Philosophy
C2.5. Landscape Design Philosophy
C2.6. Architectural Character
C2.7. Building Orientation
C2.8. Accessible Design
C2.9. Safety and Security
C2.10. Scale, Height and Massing
C2.11. Building Mass Articulation
C2.12. Materiality
C2.13. Sun Shading and the Monarch Crown
C2.14. Box Bay
C2.15. Other Materials
C2.16. Roof Design Approach
C2.17. Art on Campus
C2.18. Branding and Signage (Reserved)
C2.19. Responsible Renovation and Upgrades to Existing Buildings
C2.20. Programming and Conceptual Design
C2.21. Designing for Safety and Security
C2.22. Room Data Sheets
C2.23. Resilience + Sustainability (Reserved)
C2.24. Capital Project Design Approval Process
C2.25. Non-Capital Design Approval Process

CHAPTER THREE – SPACE REQUIREMENTS
C3.1. Introduction
C3.2. Space Planning Guidelines
C3.3. Instructional Spaces
C3.4. Interiors
C3.5. Trash and Recycling
C3.6. Vestibules
C3.7. Lobbies
C3.8. Vending
C3.9. Residence Life
C3.10. Housekeeping
C3.11. Inclusive Restroom
C3.12. Lactation Room
C3.13. Public Restrooms
C3.14. Loading Docks
C3.15. Mechanical Rooms

CHAPTER FOUR – DIVISIONS
Division 01: General Requirements
Division 02: Existing Conditions
Division 03: Concrete
Division 04: Masonry
Division 05: Metals
Division 06: Wood, Plastics & Composites
Division 07: Thermal & Moisture Protection
Division 08: Openings
Division 09: Finishes
Division 10: Specialties
Division 11: Equipment
Division 12: Furnishings
Division 14: Conveying Systems
Division 21: Fire Protection
Division 22: Plumbing
Division 23: HVAC
Division 25: Integrated Automation (Reserved)
Division 26: Electrical
Division 27: Communications
Division 28: Electronic Safety & Security
Division 31: Earthwork
Division 32: Exterior Improvements
Division 33: Utilities

APPENDIX

A1 – CAPITAL PROJECT MANAGEMENT KICK OFF AGENDA
A2 – NON CAPITAL PROJECT KICK OFF AGENDA
B - DESIGN STANDARDS VARIANCE REQUEST FORM
C - DESIGN STANDARDS COMPLIANCE FORM
D - DESIGN STANDARDS REVISION REQUEST FORM
E – DESIGN SUBMITTAL REVIEW SHEET
F- VE FORMAT
G – DESIGN PHASE APPROVAL
H – ANNUAL PERMIT WORKSHEET
I – ADDITIONAL MATERIALS (ATTIC STOCK)
J - CLOSEOUT DOCUMENT CHECK LIST
K - BUILDING FACT SHEET
L – ROOM NUMBERING PROCEDURES
M – BUILDING SIGNAGE
N – DEDICATION PLAQUE(S)
O – CONSTRUCTION PROJECT SIGN
P – HOUSEKEEPING ROOMS
Q – DUMPSTER ENCLOSURE
R – BUILDING DIRECTORIES
S –
T –WARRANTY WORK REQUEST FORM
U – PROJECT INSPECTION REQUEST
V – CAPITAL OUTLAY ROUTING FORM
W – AS&S ODU STDS.
W1 – SWPPP TEMPLATE
X – STANDARD CAMPUS LIGHT POLES (2)
Y – PLANT PALLET
Z – IRRIGATION SPECIFICATIONS
AA - MEMORIAL BENCH AND TREE POLICY
AB – OFOI CFCI MASTER LIST
AC – CONSTRUCTION SUBMITTALS – OWNER REVIEW (RESERVED)
AD – CONTRACTOR KEY REQUEST
AE- FICM CODES
AF - TERRAZZO UNIVERSITY SEAL (RESERVED)
AG – ORNAMENTAL WALLS & FENCES (RESERVED)
AH – BIKE RACK DETAILS (RESERVED)
AI – SIDEWALK STANDARDS
AJ – EXISTING BUILDING MATERIALS CHART (RESERVED)
AK – PARKING GARAGE SIGNAGE STANDARDS (Reserved)
AL - MASTER PROJECT CHECKLIST (Reserved)
AM – CONSTRUCTION PROGRESS SIGN (RESERVED)
AN – STUDENT PRINTER CABINET

AVAILABLE RESOURCES FOR DOWNLOAD (The following files are available on the ODU Design and Construction Website for your use)

ODU DESIGN STDS_SIGNAGE 2017.rvt
F_Project VE Format.xls (Updated version of CPSM VE spreadsheet – to be used on all projects)
ODU Master OFCI List.xls (Can edited for project specific use)
Building Fact Sheet.doc
.mpp (Microsoft Project Template – can be modified to suite project specific needs, gives A/E a starting point)
Variance Request (Word Document)