Outline for Facility Programs

I. Title Sheet
Include the name of the program, the name of the University and the program date.

II. Table of Contents
Provide a descriptive list of the contents, illustrations, diagrams and charts.

III. Signature Sheet
Signature sheet shall contain the required signatures of approval. The University may add additional signatures of approval as may be required to meet the administrative procedures of the University, but the four signatures described above are mandatory.

IV. Introduction
Provide an introductory statement giving an overview of the program or project. The overview statement shall provide the following information:

A. A description of the project history
B. General project description
C. An outline of the project goals and objectives
D. Outline of desired design objectives
E. Proposed construction delivery method (e.g. construction management, design-build, conventional bid, etc.)

V. Academic Plan
Identify any proposed academic programs that will be housed within the facility and provide the following information:

A. Include a statement that the proposed academic program is consistent with the current adopted State University System of Florida Master Plan.

B. Include the date and program number of all relevant academic program reviews. Explain how the proposed facility program meets the recommendations of the most recent academic program review.

C. List the recommendations of the review consultants.

D. If the proposed academic program is inconsistent with the current adopted SUS Master Plan, explain how the program meets the recommendations of the review consultants or justify any inconsistency.

VI. Space Needs Assessment

A. Describe the space needs in terms of present or projected deficiencies and the proposed solution, as well as alternative solutions that were considered, such as rescheduling of classes, remodeling of existing space, jointly using facilities on or off campus and leasing of space.

C. If a new facility is proposed, provide reasons why other alternatives were not chosen and why a new facility is the best solution.

D. Provide quantitative analysis indicating how the proposed amounts and types of space were arrived at using requirements of programs to be housed.

E. Describe any differences between the project and survey recommendations for the project.

VII. Consistency with Adopted Campus Master Plan and Associated Campus Development Agreement

Include a statement as to whether the proposed project is consistent with the adopted campus master plan and associated campus development agreement, which were prepared and adopted pursuant to Section 1013.30, F.S. If the proposed project is not consistent with the adopted campus master plan and/or the associated campus development agreement, include a description as to how the campus master plan or campus development agreement must be amended in order to ensure consistency.

VIII. Site Analysis

Provide a site analysis of the proposed project site, including:

A. General campus map that indicates location of proposed project site on campus

B. Local area site map of the proposed site and provide analysis of the following data:
   1. site topography and soil conditions
   2. site water table, flood hazard and storm water drainage requirements
   3. vehicular and pedestrian circulation
   4. site vegetation
   5. archaeological history (per Section 267.061(2), F.S.)
   6. location of existing utilities and proximity of utilities to site
   7. architectural significance of any structure on site and the proximity and significance of structures on adjacent sites that will have an impact on the project
   8. any unusual site condition that may impact the cost or design of the project
   9. direction of prevailing winds

IX. Program Area

A. Provide description of each space that provides the following (see Attachment 1):

   1. function
   2. equipment required
   3. special requirements such as lighting, acoustical treatments, etc.
   4. relation of each space to other spaces, providing functional diagrams of relationships

B. Provide Space Summary Table (Attachment 2)

X. Utilities Impact Analysis

Provide the following preliminary utility analysis for the project. Estimates may be based on experience of similar building types or established engineering "Rule of Thumb" standards of practice.

A. Chilled Water - Estimate tons required and identify source of supply (package or central plant). Analyze adequacy of off-site pipe capacity.
B. Steam - Estimate BTUH required and identify source of supply. Analyze adequacy of off-site pipe capacity.
C. Electrical - Estimate KVA load and identify source and adequacy of supply.
D. Potable Water and Sanitary Sewer - Identify number of gallons per day, identify source of water supply and method of sewage disposal. Analyze capacity of supply and disposal sources. Discuss any permit requirements.
E. Irrigation Water - Identify number of gallons per day required and identify supply source. Discuss any permit requirements.

XI. Information Technology and Communications Resources Requirements

Facility programs must identify all proposed "information technology resources" and "communications" resources that will be included in this project regardless of method of acquisition or source of funds. These acquisitions may be subject to the reporting requirements of Chapter 282, F.S. and therefore must be considered within the institution's overall plans for computing and networking.

Facility programs must certify that the University Information Resource Manager has reviewed and approved the program outlined with respect to conformance with the requirements of Chapter 282, F.S. as well as standards and/or practices for information technology and communications resources adopted by the particular institution. "Information Technology Resources" shall include the hardware, software, services, supplies, personnel, facility resources, maintenance and training involved in the function of data processing. Examples of information technology resources are computer hardware and peripheral equipment, such as personal computers, mini computers, file servers, printers, scanners, front-end processors, etc.

"Communications" (or communications systems) shall include the hardware, software, services, supplies, personnel, facilities and training involved in the transmission, emission and reception of signs, signals, writings, images and sounds of intelligence of any nature by wire, radio, optical or other electromagnetic systems. Examples of communication resources are wiring of the facility for voice, data, and video; connections within/between buildings and campus networks; backbones; electronic classrooms; communication/data jacks in rooms; satellite up-links and down-links; communications closets; television; security systems and radio transmission facilities equipment.

Only information technology and communication resources that will be newly acquired for the facility are included in this section. Equipment that is already owned and is being relocated to the new or renovated facility is not required here. However, standards and/or preferred practices for conduit, wiring, etc., of renovated facilities are included in this section. Building funds must include the costs of information technology and communications. Included are the costs of embedded information technology and communications resources. This category includes information technology infrastructure, internal communication wiring and wiring to the building from the campus telecommunication infrastructure.

XII. Codes and Standards

List all life safety codes, health codes, construction codes, design standards and University construction standards that shall govern the design and use of the proposed facility.

XIII. Project Schedule

Provide a critical path schedule for development of the project and correlate with funding cycle. The project schedule should be in enough detail that those impacted by the project implementation can estimate workload, such as advertisement, short list, interview, contract award, construction, fee negotiations, contract execution, design, bidding, construction contract award, construction and close-out.

XIV. Program Funds

Describe in detail the source of all funds available or anticipated to be available for funding of the project for planning, construction, equipment and operating expenses.

XV. Project Space and Budget Summary

The Project Budget Summary (see Attachment 3) must identify space types according to appropriate space categories (Classroom, Teaching Laboratory, Study, Research Laboratory, Office, Instructional Media, Auditorium/Exhibition, Gymnasium, Student Academic Support, Campus Support Services or Other Assignable). In most cases, it is necessary to consult with the University staff person responsible for maintenance of the facilities inventory to establish the correct space category. These categories are also used for development of the Five-Year Capital

Improvement Program document.
The Project Budget Summary must identify the basis for the building construction costs and other project budget categories such as site development and equipment. Building construction costs shall be based on the major type of space within the project and shall be consistent with either: 1) average construction costs for the major type of space or 2) a specific project used to develop average costs that are very similar to the proposed project based on the combination of space types.

The term "site development cost" includes not only development cost on the immediate construction site, but also the cost of any item of infrastructure that must be constructed off the immediate project site for the project to be completed and fully operational.

While the site development requirements of each project will vary, some examples include: landscaping, irrigation systems, construction of parking lots on and off the site, construction of roadways, construction of storm water and drainage systems, modifications or expansion of existing utility systems or plants, construction of new utility plants (if construction mandated by project), excessive fill dirt or site grading, etc. Each item of site development cost shall be listed as a separate budget line item or may be included as a general allowance.