

University of Florida Internal Operating Memorandum

Number: 02-3

Date: December 11, 2002, Revised June 14, 2005, Revised December 8, 2008

Subject: Development of Facility Programs

Authority: Board of Governors Resolution adopted January 7, 2003;
Board of Governors Regulation 14.0025

Purpose: To provide guidelines for the preparation of facility programs.

A. Introduction.

In addition to being governed by an overall budget approved by the Board of Trustees, each major project (except those described below) is governed by a facility program developed in accordance with the requirements of this Internal Operating Memorandum and approved by the President or designee,

A facility program should clearly establish the scope of each project to facilitate the management of construction projects and to provide for more accurate long-range campus planning.

A facility program is not required for minor projects or utility infrastructure projects which do not involve above-ground structures.

B. Pre-Programming.

Prior to developing a facility program for a project, the Facilities Planning & Construction Division (FPCD) develops pre-programming information – including an analysis of the potential site(s), space needs, and cost estimates – with the end users (e.g., college or department) if, and as, needed to establish a preliminary estimate of the project's scope and cost for funding approval.

C. Development of Facility Programs.

Once funding for a project is anticipated, FPCD develops a facility program, which may be fully detailed for projects for which the site and scope are known or conceptual for projects for which the site and/or scope are not fully known. In the case of a project for which the site and/or scope are not fully known, an outside design professional (who may be a member of the design team selected to design the project) may be engaged to complete or assist FPCD to

complete the facility program. The following requirements will be considered when developing a facility program:

1. The University's strategic plan.
2. Recommendations from current educational plant surveys, if applicable.
3. Space utilization criteria as set forth in the UF Design Services Guide.
4. Specific requirements of the discipline or activity that will occupy/use the proposed facility or that must be included in the project functionality.
5. Consistency with, and impact the campus master plan and any associated campus development agreement.
6. Special conditions on/at the proposed site and the project's impact on existing campus infrastructure, grounds, transportation and parking facilities, and adjacent facilities.
7. Future expansion requirements.
8. Sustainability and energy efficiency goals.
9. Special code or life safety requirements for the proposed facility or its use.
10. Requirements related to the funding source, such as gift agreements or Federal grant requirements.

D. Required Approval of Facility Program.

To signify University approval of a facility program, FPCD shall obtain the following approvals:

1. Vice President for Business Affairs: Signature indicates the University's approval on behalf of the University President; that the facility program is consistent with the anticipated funding; and, for Capital Improvement Trust Fund projects, that student body approval has been obtained.
2. Assistant Vice-President for FPCD: Signature confirms that facility program meets the requirements described herein.
3. Information Resources Manager: Signature verifies that the University's information resources management requirements have been met in the development of the facility program, if applicable.
4. Assistant Vice-President for Physical Plant Division (PPD): Signature confirms that the utilities infrastructure element of the program was developed in conjunction with the approved campus master plan and that the project has otherwise been planned in conjunction with operational and maintenance goals in mind.
5. Director of Office of Academic Technology: Signature confirms review and acceptance of facility programs that include Registrar-controlled classrooms or lecture halls.
6. Dean, Director, or Chair of the User Group Agency: Signature indicates the end users' acceptance of the scope, schedule, cost, and goals & requirements of the program.
7. Chair or Representative of the User Group Facilities/Building Committee: Signature confirms that the program was developed in conjunction with the space, functional, and operational needs of the end users and occupants of the proposed facility.

E. Amendments to Facility Programs.

FPCD shall develop and execute a program amendment if:

1. **Schedule.** The project cannot be delivered by the appropriation reversion date or, the original program schedule no longer corresponds with the funding appropriation date.
2. **Program.** The net assignable square feet of the project at the Design Development stage of design is estimated to vary by 10% or more from that estimated in the original facility program or the overall purpose of the facility differs from what the original program prescribed.
3. **Project Cost.** The total project budget exceeds the total project budget outlined in the original program by 10% or more.

F. Facility Program Format.

Each facility program shall be in a format generally consistent with the format set forth below:

1. Title Sheet
2. Table of Contents
3. Signature Sheet
4. Introduction
5. Academic Plan
6. Space Needs Assessment
7. Consistency with Adopted Campus Master Plan
8. Site Analysis
9. Program Area
10. Utilities Impact Analysis
11. Information Technology and Communication Resources Requirements
12. Codes and Standards
13. Project Schedule
14. Program Funds
15. Project Space and Budget Summary
16. Exhibits
17. Owner's Project Requirement (OPR)