

## Introduction

The facilities at the University of Maryland, College Park (UMCP) and the Client Institutions (CI) of the University System of Maryland are maintained by their respective Office of Facilities Management (FM). Each Office of Facilities Management is concerned about the functional aspects of the University's buildings and grounds. They should be low in maintenance, energy efficient, and in general provide good value for the University with regard to life cycle costs as well as initial construction cost. It is not intended that this document limit the creative aspect of design; however, it is intended to bring about a standardization of certain aspects in all campus facilities.

## Application

This document shall be applied to all new construction and building renovation projects on the College Park Campus, regardless if it is managed by the Department of Capital Projects or the Department of Campus Projects, and, for projects on the Campus' of Client Institutions. The Design Criteria/Facility Standards provides a set of guidelines to be used as the design develops from Schematic Design through Construction Documents and final bid documents. As "guidelines", the DC/FS is not intended to replace applicable building code requirements. Similarly, this document is not intended to replace standard campus practices that may not be consistent with the guidelines presented. If there is a need to deviate from the DC/FS, for other than code compliance, a Request for Deviation form shall be completed by the design team and forwarded to the University's Project Manager (the form is available at the end of Section 1.01, Building Goals, Design Principles, and Sustainability). The Directors of Capital Projects and Campus Projects shall grant such exceptions which they feel are in the best interest of the project. In addition, the Director, Operations and Maintenance, shall review and approve proposed changes that affect building operational performance.

## Goals

As the flagship campus of the University System of Maryland, the University of Maryland College Park embraces its leadership role in the practice of environmental stewardship while supporting its mission of an outstanding teaching and world-class public research institution.

Through its:

- Strategic Plan: ([www.sp07.umd.edu](http://www.sp07.umd.edu)),
- Facilities Master Plan: (<https://www.facilities.umd.edu/sitepages/FPmasterplan.aspx>), and
- Environmental Stewardship Guidelines: <http://www.ms07.umd.edu/Documentation/EnvironmentalStewardship.pdf>

the campus has established a number of initiatives to promote itself as an outstanding Green Campus while also addressing such equally important initiatives as sustainability, energy conservation, and holding new construction and major building renovations to stringent Leadership in Energy and Environmental Design (LEED) standards.

New construction and building renovations face the challenge of balancing the need to provide modern state-of-the-art teaching, research and office space while preserving and enhancing the architectural heritage of the campus' built and natural environment. In concert with the Facilities Master Plan, projects on campus shall develop open spaces, gathering places, vistas of green lawn and trees and groupings of buildings that promote a sense of community.

The following goals shall be applied to new construction, building renovations, and changes to the campus landscape at College Park:

- Preserve the architectural heritage of the campus
- Promote a sense of community

- Strive toward environmental sustainability beyond standard regulatory compliance
- Achieve LEED Silver rating (minimum) for new construction and major building renovations
- For projects where achieving the LEED rating is not feasible, incorporate LEED design criteria to the maximum extent possible
- Preserve the historically significant resources
- Protect and improve indoor and outdoor air quality and minimize atmospheric pollution
- Protect and improve outdoor and indoor light quality and minimize atmospheric light pollution
- Minimize water use and discharges, improve discharge water quality, and promote water reuse
- Reduce energy consumption/promote energy efficiency/promote renewable forms of energy

While these goals are specifically incorporated into the Strategic Plan, Facilities Master Plan, and Environmental Stewardship Guidelines for the College Park campus, they are just as important for the Client Institutions serviced by the University of Maryland, College Park Service Center (Department of Capital Projects). As such, they should also be applied to projects at Client Institutions to the maximum extent possible.

## **Format**

These guidelines and standards, for the most part, organized in the Construction Specifications Institute's (CSI) format, using its master format list of section names. Only sections for which the University has guidelines or standards have been included; other guidelines and standards will be added as the need arises. When a section follows the master format list of section names and numbering system, and when a project specification manual is required for a project, the designer must utilize them as presented. The designer may add to the CSI format specifications provided in this document, but shall not reduce or remove the requirements listed in the specifications.

The designer may receive other UMCP documents (referenced herein) or CI (Client Institution) documents. This Manual is not intended to dilute or contradict other UMCP/CI standards. Any conflicting information shall be brought to the attention of the Project Manager, Capital Projects or the Facilities Management project representative for clarification/resolution.

## **Updates**

Supplements in the form of additions or replacements will be published periodically. The sections that have been either added or modified will be identified in bold under the revised Table of Contents followed by the revision date in parentheses. The same revision date also appears at the end of the heading of the respective sections. PLEASE NOTE that in some cases, only a few sheets will have been modified; in which case only selected pages need to be replaced in the Manual.