PART I

GENERAL INFORMATION AND INSTRUCTIONS TO EXECUTIVE ARCHITECTS
I. GENERAL INFORMATION AND INSTRUCTIONS TO EXECUTIVE ARCHITECTS:

A. DEFINITIONS/ABBREVIATIONS

1. CCHE  Colorado Commission on Higher Education
2. SBP  State Building Programs
3. SCRA  State Code Review Agent

4. EXECUTIVE ARCHITECT: The Design Professional contracted by the University to prepare Construction Documents for a particular project. In this document, the term “executive architect” may refer to an architect, landscape architect, planner, interior designer, or a civil, structural, mechanical, or electrical engineer, and may be a firm or an individual.

5. PROJECT MANAGER: The staff member from the CSM Department of Capital Planning and Construction assigned to each particular project.

6. SBP DELEGATED AGENCY: CSM is a State Building Programs delegate which means the Campus Architect acts on behalf of State Building Programs

7. UNIVERSITY: The Colorado School of Mines (CSM).

8. UNIVERSITY’S REPRESENTATIVE: The person designated by the University to represent the University to the Contractor; often the same as the Project Manager.

9. Specification Syntax

Imperative language of the technical sections is directed to the contractor. Verbs including but not limited to shall, should, and must signify the same imperative requirement for contractor action without further interpretation or definition.

Specifications are of abbreviated, simplified or streamlined type and include incomplete sentences. Omissions of word or phrases such as “the Contractor shall” “in conformity therewith,” “shall be,” “as noted on the Drawings”, “A,” “The,” are intentional. Supply omitted words or phrases by inference in the same manner as they are when “Note” occurs on Drawings. Supply words “on the Drawings” by inference when “as indicated” is used with sentences or phrases.

Indicated: The term “indicated” is a cross reference to details, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as “shown”, “noted”, “scheduled,” and “specified” are used in lieu of “indicated,” it is for purposes of helping reader locate cross-reference, and no limitation of location is intended except as specifically noted.

Directed, Requested, etc.: Where not otherwise explained, terms such as “directed,” “requested,” “authorized,” “selected,” “approved,” “required,” “accepted,” and “permitted” mean “directed by Architect/Engineer,” “requested by Architect/Engineer,” etc. However, no such implied meaning will be interpreted to extend Architect’s/Engineer’s responsibility into Contractor’s area of construction supervision.

Approved: Where used in conjunction with Architect’s/Engineer’s response to submittals, requests, applications, inquiries, reports and claims by Contractor, the meaning of term “approved” will be held to limitations of Architect’s/Engineer’s responsibilities and duties as specified in General and Supplementary Conditions. In no case will “approved” by Architect/Engineer be interpreted as a release of Contractor from responsibilities to fulfill requirements of contract documents.

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Furnish: Except as otherwise defined in greater detail, term "furnish" is used to mean supply and deliver to project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.

Install: Except as otherwise defined in greater detail, term "install" is used to describe operations at project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations, as applicable in each instance.

Provide: Except as otherwise defined in greater detail, term "provide" means furnish and install, complete and ready for intended use and operation, as applicable in each instance.

Installer: The entity (person or firm) engaged by Contractor or its subcontractor or sub-subcontractor for performance of a particular unit of work at project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.

Testing Laboratory: An independent entity engaged to perform specific inspections or test of the work, located both at project site or elsewhere; and to report and (if required) interpret results of those inspections or tests

B. ADMINISTRATIVE REQUIREMENTS:

1. Basic Services are expected per the State of Colorado Architect /Engineer Agreement Article 3. (State Form SC-5.1)
   a. Prior to the beginning of Schematic Design, the University will provide, when applicable, a Detailed Project Program (DPP), or other such document describing the University approved program. During the Schematic Design and Design Development Phases, the program must be translated into a physical solution which meets site, design and cost requirements.
   b. The University's review of plans and related documents at the various stages of project development is intended solely as a check by University to determine that:
      the work of that phase has been completed;
      the design solution satisfies University programmatic needs;
      the project is within the stipulated scope and budget; and
      the project is in conformance with University administrative policies and procedures.

2. Codes
   a. Approved state building codes can be found on the State Architect website in the State of Colorado Architect /Engineer Agreement Exhibit D.
   b. University construction work shall comply with all applicable Federal, State and Regional Codes or Acts. In general, the codes in force at the time of the "P" phase submittal to the Fire Marshal shall apply. In case of conflicts between codes, the more stringent conditions shall apply. Confirm particular instances with Project Manager.
   c. The University is not subject to the building codes of local political jurisdictions; building permits are not required. As a courtesy we provide documents for the city of Golden and the Golden Fire department to review and comment

3. Soils Reports
a. When required, a soils investigation report will be furnished by the University.

b. See section 02200 for further information.

4. Site Survey Information

a. Unless noted otherwise, all survey information will be supplied by the University.

5. Agency Reviews

a. To meet code requirements, review and approval by the SFM and DSA is required at Construction Document completion. The Project Manager will arrange all reviews with the DSA for an accessibility review, and with the SFM to review for fire safety and code compliance. Corrections required by the DSA and SFM must be incorporated into the contract documents before going out to bid. It is recommended that preliminary SFM and DSA reviews occur during Schematic Design and Design Development. Certification is to occur after 100% Construction Documents are complete.

b. For major State-funded projects, approval of the completed Design Development documents by the State Public Works Board is required, as well as State Department of Finance approval of the 100% Construction Documents. Verify all requirements with the Project Manager.

6. Internal CSM Reviews

Checklist of Project Reviews (Verify with Project Manager for specific project; all reviews routed through Project Manager.)

- Project Manager
- Campus Architect
- Energy Management
- Physical Plant HVAC/Mechanical
- Controls
- Electrical
- Elevators
- General Maintenance
- Grounds
- Lock Shop
- Housekeeping
- Refuse & Recycling
- Academic Computing & Networking
- Environmental Health & Safety (EH&S)
- Parking Services
- Public Safety

C. CAMPUS STANDARD FOR BUILDING AND ROOM NUMBERING

a. Intent and Procedures

These guidelines are intended to standardize campus buildings and most importantly, to simplify way finding for the public as well as for fire fighting personnel. Not all circumstances can be anticipated, so each floor plan will need to be assessed on a case-by-case basis. The Office of Capital Planning & Construction will assign and/or approve room numbers for all campus buildings.

b. Building Numbers

1. All buildings should use the State Risk Management Building Number.
c. Room Numbers

1. All spaces shall be assigned a room number, except for shafts.

2. Room numbers should ascend in a generally clockwise manner through the building.

3. Room number should follow the same pattern in a building, from floor to floor. Numbering of each floor should start in the same proximity on each floor. Room 200 should be approximately right above room 100, whether it's at one corner of the building or at the beginning of another corridor.

4. Corridors should have odd numbers on one side, evens on the other.

5. Rooms along corridors should progress sequentially in the same direction (For example, rooms along the same corridor should not be numbered clockwise, resulting in 1-40 on one side and looping back 80-40 on the other).

6. A space module should be determined, and each module should be assigned a number. For example, if the structural bay spacing is 20 feet, and there is a large room which is 60 feet wide, then the space has three space modules and three potential room numbers should be reserved for that space: x00, x02, x04. This will ensure that there is enough future capacity in the numbering system to handle any future subdivisions of space into discrete rooms, which can be accessed separately from the corridor. A determining factor is whether or not a space can be subdivided so that each division could conceivably have its own corridor entry.

7. Each space module will have a main number as determined by the corridor door location. For example, if modules 102 and 104 are open to each other, but the corridor door is in module 102, then the main area inside the corridor entry will be designated as 102. If there are two doors from the corridor, in both modules 102 and 104, then the lower number for the main room space shall be used for both doors (as long as the main area inside is one large open space).

8. If a space is subdivided, the main open area (typically a reception, main office or circulation area inside the entry), will have the full integer room number, such as 102. The subdivided spaces off of the main area will be assigned alphabetical suffixes, for example, 102-A, 102-B, etc., and the ordering shall follow a clockwise pattern.

9. Corridors begin with "C", for example C-100, and should follow the same clockwise pattern of the building room numbering. They should be increments of 100s. If the floor plan is complicated, the corridor numbers can be in increments of 50s. Wherever a corridor turns direction, a new number should be assigned.

10. Stairs follow the format: Floor Number-"ST"-Stair Number. Both the floor numbers and stair numbers shall be ones. For example, the stair closest to room 100 would likely be "1 ST-1"; the same stairwell on the second floor would have the same stair number but different floor number; for example stair 1 ST-1 becomes 2 ST-1 on the second floor. The next stair found in a clockwise rotation from ST-1 will be ST-2.

11. Rooms in basements start with "00" for example, Room 001

12. We do not use Ground Floor designations, floor levels start with Level 1, for example 100.

13. Mezzanine level are designated by an 'M' following the space number. For example Room 102-M or corridor C-102-M.
14. Room Naming standard includes:

  Custodial – for any room having to do with janitorial services
  Data – for any room specifically used by Mines CCIT department

End of General Information