*General Booklet Requirements*

 *1. Use 8 1/2 x 11 inch page layout (portrait )format only*

 *2. Use sans serif font only - 1/8 inch (12 pt) minimum on all images*

 *3. Provide Legend (if required) to clarify location & project components*

 *4. Include North Arrows on all plans*

 *5. Check all spelling and proof-read text prior to submittal*

***Iowa State University***

***(Insert Project Title)***

***Building Program***

***(Insert Month, Year)***

 ***(Iowa State University***

***Facilities Planning)***

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***I. Program Approval and Planning Committee Members***

*This document is a representation of the (insert project title) Planning Committee’s efforts to articulate the programmatic, functional, and aesthetic parameters that will be the basis on which contract design professionals will make design studies and prepare schematic drawings and specifications. The information provided in this document has been reviewed and is approved as defining the project scope and vision.*

*Approvals:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Name, Title, Department)*

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*(Name, Title, Department)*

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*(Name, Title, Department)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Name, Title, Department)*

*Additional Planning Committee Participants:*

 *(name, position title, department)*

 *(name, position title, department)*

 *(name, position title, department)*

 *(name, position title, department)*

 *(name, position title, department)*

 *(name, position title, department)*

 *(name, position title, department)*

*Consultant Team:*

 *(name, position title, firm)*

 *(name, position title, firm)*

 *(name, position title, firm)*

 *(name, position title, firm)*

 *(name, position title, firm)*

 *(name, position title, firm)*

 *(name, position title, firm)*

***II. Executive Summary***

*Summarize the programming effort incorporating the following information.*

 *1. Proposed Location*

 *2. Functions/Occupants to be Housed in Space*

 *3. Description of Use*

 *4. Total Net Square Feet (NSF)*

 *5. Estimated Net Square Feet for Each Function (General)*

 *6. Relocation of Potential Occupants*

 *7. Anticipated Cost and Source of Funds*

***III. Project Goals and Objectives***

 *Document the goals associated with the following criteria and the objectives associated to accomplish each.*

 *A. Organizational Goals*

 *Project Goals*

 *University’s Mission Statement and Objectives*

 *Compliance with the University’s Strategic Plan*

 *Compliance with the University’s Master Plan*

 *Project Objectives*

 *Project Need*

 *Sustainability - Strategies for Integrated Design*

 *Commissioning*

 *B. Form and Image Goals*

 *Aesthetic and Psychological Impact - Image*

 *Relationship to Site*

 *Historic, Cultural, and/or Contextual Implications (Campus Context) Architectural Character, Historic Preservation*

 *Sustainability - Environmental Impact*

 *C. Functional Goals*

 *Functional Programs/Curricula Descriptions and Projections*

 *Flexibility - Response to Changing Needs, Longevity*

 *(Expected Changes over 5, 10, 15, and 20 Years)*

 *Code Implications & Compliance*

 *Sustainability - Indoor Environmental Quality (IEQ) Requirements*

 *Temperature and Humidity, Building Enclosure, Indoor Air Quality, Noise Levels*

 *D. Financial Goals*

 *Total Project Budget (Preliminary)*

 *Initial Costs vs Life Cycle Costs (*[*operating and maintenance costs*](http://www.wbdg.org/design/optimize_om.php)*)*

 *Level of Quality (often stated in relation to other existing projects)*

 *Sustainability - Conservation of Resources (Energy, Water, Land, etc)*

 *Performance Goals*

 *E. Schedule Goals*

 *(Document the goals associated with the following and the plan to accomplish each)*

 *Preliminary Project Schedule - Building Occupancy*

 *ISU Administration, Board of Regents, Design, Construction, Occupancy, Equipment, Furnishings*

 *Future Phases & Potential Impacts*

 *F. Management Goals*

 *(Document the goals associated with and the plan to accomplish each)*

 *Implementation Approach - Management Plan*

 *Procurement*

 *Design, Energy Modeling, Construction, Commissioning, Furnishings & Equipment*

 *Comprehensive Project Schedule*

 *Design, Construction, Furnishings & Equipment*

 *Cost and Schedule Controls*

 *BIM*

 *University Staffing Plan*

 *Measurement*

 *Milestone Schedule*

 *Sustainability - Reporting Requirements (Measurement & Verification)*

 *(Identify & Incorporate Goals - Minimum LEED Requirements)*

***IV. Site and Space Design Criteria***

 *Investigate, develop and summarize each of the following criteria.*

 *A. Existing Studies (Reference and summarize highlighting results)*

 *Existing Site Studies*

 *Existing Facilities Studies*

 *B. Site Analysis*

 *Legal Description (if required) - Project Boundary - Demolition*

 *Zoning, Design Guidelines, Deed Restrictions and Requirements - Current Use*

 *Preferred Building Location(s)*

 *(Massing - Building Height, Entry, Service Areas, Setbacks, Construction Limits, Construction Set-backs - Staging, Security, Expansion)*

 *Transportation - Traffic (Bus, Automobile, Pedestrian & Bicycle, Parking, Service &
 Deliveries) Considerations - Accessibility*

 *Utilities Availability & Considerations (potentially high cost items)*

 *(Document the locations and impact of existing & potential utilities)*

 *Topography*

 *Soil Types - Geotechnical Data*

 *Erosion and Sedimentation Control*

 *Views*

 *Built Features - Open Space*

 *(Outdoor/Gathering/Interaction, Landscape Development, Existing Conditions)*

 *Climate (If not familiar to the Designer)*

 *Solar Exposure*

 *Prevailing Winds*

 *Vegetation and Wildlife*

 *Existing Vegetation*

 *Signage & Wayfinding*

 *Donor Plaque*

 *C. Space Information - Space Inventory*

 *Facility Users, Activities, and Schedules*

 *Necessary Equipment*

 *Future Projections*

 *Space Criteria*

 *Space Summary*

 *List of Spaces - Primary & Support Spaces - New vs Remodeled*

 *Satellite Services (Campus Mail, Food/Vending, Periodical Boxes, Recycling)*

 *Square Feet per Person or Unit per Function*

 *Minimum Areas for Various Functions*

 *Licensing and/or Policy Standards*

 *D. Codes and Standards*

 *(Document and provide the following)*

 *Applicable Building Codes*

 *Preliminary Code Analysis*

 *Technical Standards*

 *Institutional Design Standards*

 *Art in State Building (AiSB)*

 *Storm Shelter*

***V. Design Performance Criteria***

 *Investigate, develop and summarize each of the following criteria.*

 *A. Design/Performance Criteria - Enclosure & Systems*

 *Building Enclosure, Daylighting, Acoustics- Noise Levels, Accessibility, Cost of Operation, Life Cycle Cost, Systems Longevity, Temperature, Relative Humidity, Air Distribution, , Control Systems, Air Handling Unit System, Measurement*

 *B. Energy Usage and Requirements*

 *Heating and Cooling Degree Days*

 *Sustainable Design*

 *C. LEED Opportunities*

 *Systems Considerations & Data (LEED Checklist)*

 *Sustainable Sites*

 *Storm Water Management*

 *Potential/Best Management Practices*

 *Considerations/Recommendations*

 *Water Efficiency*

 *Energy & Atmosphere*

 *Materials & Resources*

 *Indoor Environmental Quality*

 *Innovation in Design*

 *Regional Priority*

 *Other Strategies*

 *Reuse of Salvaged Materials - ISU*

 *D. Sustainability - Identify System Strategies & Integration*

 *Conceptual Diagrams*

***VI. Adjacencies and Space Relationships***

 *Incorporating the Goals and Objectives, Site and Space Design Criteria, and Design Performance Criteria, develop and illustrate the relationships for each of the following major
 elements.*

 *A. Site*

 *Functional Relationships Diagrams*

 *Overall Adjacency Diagrams - Macro/Micro*

 *Growth and Phased Development*

 *Stacking Diagrams*

 *Space-By-Space*

 *B. Building(s)*

 *Functional Relationships Diagrams*

 *Overall Adjacency Diagrams - Macro/Micro*

 *Growth and Phased Development*

 *Stacking Diagrams*

 *Room-By-Room*

***VII. Space Requirements***

 *Determine and list the quantitative requirements for all assignable and non-assignable spaces for each of the following major elements.*

 *A. Site Requirements*

 *Tabulated (Program) Space Summary*

 *Space-by-Space Requirements*

 *Detailed Space Data Sheets*

 *Indoor Environmental Quality (IEQ) & Performance Criteria Requirements*

 *Temperature and Humidity, Building Enclosure, Indoor Air Quality, Noise Levels*

 *B. Building Requirements*

 *Tabulated (Program) Space Summary*

 *Room-by-Room Requirements*

 *Detailed Room Data Sheets*

 *Indoor Environmental Quality (IEQ) & Performance Criteria Requirements*

 *Temperature and Humidity, Building Enclosure, Indoor Air Quality, Noise Levels*

***Tabulated Space Summary***

*The Space Requirements are comprised of two parts, a Tabulated Space Summary and Detailed Space/Room Data Sheets. The Tabulated Space Summary provides a numerical summary of the net assignable square feet (NASF) assigned to each space as compared to the gross square feet (GSF) in the project. The Space Data Sheets provide a detailed description of the requirements for each space in text and graphic form.*

 ***Tabulated Space Summary***

 *ID Space Type/Grouping NASF*

 *A*

 *B*

 *C*

 *D*

 *E*

 *F*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *NASF Total*

 *Net-to-Gross Efficiency*

 *Gross Square Feet (GSF)*

***Detailed Space/Room Data Sheets***

*The following Space/Room Data Sheet templates identify the specific requirements for exterior and interior spaces in the building program. A floor plan diagram should be provided for each space to graphically illustrate the size of the space and the equipment expected in the space. These diagrams should not be considered final plans - some changes will be made to these spaces during the Schematic Design Phase.*