

# INTRODUCTION

The UCD Campus Standards & Design Guide (CSDG) manual is written to provide a list of preferred and required products and mandatory design constraints for all construction on the UC Davis campus. These criteria are to aid the design professional in the development of a successful project, meeting the requirements of the University. This document is not aimed to replace the work of the design professional or their best judgment, nor is it to be taken verbatim as a contract specification. The goal is to ensure that the campus is provided with functional and long-lasting buildings based on experience with existing campus buildings and maintenance issues that have been encountered.

The CSDG is divided as follows:

## **PART I - ADMINISTRATIVE REQUIREMENTS**

An overview of the campus processes that are involved in a typical capital project. Since these processes are frequently updated, they are maintained exclusively on the Design and Construction Management (DCM) website.

## **PART II – DESIGN REQUIREMENTS**

General site and building requirements. These are meant to be complementary to the requirements defined in the Detailed Project Program. Specific CCR and ADA requirements, as well as other applicable codes, requirements, or documents (such as the long range development plan, project EIRs, etc.) must be conformed to as well.

## **PART III - CONSTRUCTION**

Design guides for the development of specification sections. Design criteria, levels of performance, preferred or required materials are listed where possible.

## **PART IV – STANDARD SPECIFICATIONS**

Specification sections that have been created by the University to be reviewed and edited by the design professional to make project specific.

## **PART V - DRAWINGS**

Typical details and design standards used on campus.

## **PART VI - APPENDIXES**

Abbreviations & definitions and special design standards for student housing, animal facilities and bio-safety laboratories.

## **CSDG LOCK-IN DATE**

Project plan reviews throughout the life of a project shall be coordinated with the CSDG in effect at the time a project starts the schematic design phase. The design professional shall note CSDG with the applicable year on the project's code analysis drawing sheet.

## **PROCEDURES FOR DEVIATING FROM CSDG**

If the Project Manager (PM) or design professional wishes to deviate from the standards set forth in this document, a formal process shall be followed. Submit in writing to the University's Representative the deviation from the standards being proposed (i.e., adjustable baffles on fume hoods, 5% contingency in schematic design, etc.) with adequate advantages and disadvantages, estimated cost, and life cycle cost (if applicable). The University's Representative forwards this deviation to the DCM Campus Engineer and the Director of Project Management for review. The item is approved or disapproved by the Campus Architect and returned to the interested parties with a copy to the file.

## **PROCEDURES FOR ADDITIONS/REVISIONS TO CSDG**

Additions/revisions to the CSDG are submitted throughout the year to Rebekah Carpenter and Ardie Dehghani, Design and Construction Management. Deadline for inclusion in the next year's issue is December 31. Anyone may submit a change. Changes from a department are to be submitted by the supervisor, i.e. changes to the door hardware specification from the Lock Shop are to be submitted by the manager of that unit. An email notification for a call for updates is sent in November to all registered users of CSDG. Registered users consist mainly of campus personnel who refer to CSDG for capital improvement projects.

Submit changes by email to [rocarpenter@ucdavis.edu](mailto:rocarpenter@ucdavis.edu) and [adehghani@ucdavis.edu](mailto:adehghani@ucdavis.edu). Obtain an electronic copy and make changes to the text with the "track changes" feature on, or submit the change referencing the section, description of change, author, and justification. Use red strikethrough for deletions and blue text (or underline) for additions. Provide a brief analysis of the cost impact and work with DCM to complete the life cycle cost model included at the end of this section. The life cycle cost model provides net present value of the proposed change and calculates the simple payback period.

Changes are compiled at the beginning of the year and sent to the CSDG review committee. This committee, consisting of key individuals from various campus departments (Police, TAPS, Fire, Facilities Management, DCM, Capital Resource Management, etc.), meets in June to review the proposed changes. The committee will consider the life cycle cost analysis along with other pertinent information to evaluate the proposed changes. The acceptable payback period for each building or infrastructure component may differ pending the life expectancy of that system. Refer to each individual section of the CSDG for recommended payback period. The committee's recommendation will be reviewed with the Chancellor's Committee on Campus Planning and Design for final approval. The changes are adopted, rejected, or altered. Further action or discussions may be required before inclusion in the CSDG.

After changes are finalized, the CSDG website is updated with the new information and all registered users are notified by email. The changed pages with the footer noting the month and year are included in the master copy. Bound copies are made for distribution to design professionals. Design professionals receive a bound, dated copy of the CSDG as referenced in their executive agreement. An entry is made in the distribution log registering the firm's name, contact, address, date, PM and project. Updated copies are not sent unless requested by the PM.