

FS2 Campus Planning + Sustainability Checklist		PROJECT PHASE - Review Meetings							Notes	Contact
		Project Initiation	Programming	Schematic Design	Design Development	Construction Documents	Construction	Turnover		
1	Zoning/Planned Development									Maya Gharpure
	Site Plan Approval									
	Part II + Permitting									
2	Heritage									Maya Gharpure
3	Accessibility									Glenn Okazaki
	ADRC Review			X					Additional ADRC meetings only if required	
4	Landscaping + Sitework									Kathleen Golomb
5	Stormwater Retention + Irrigation									Kathleen Golomb
6	Bird Safety									Maya Gharpure
7	Site + Construction Logistics									Glenn Okazaki, Kathleen Golomb
8	Exterior + Donor Signage									Roxsand King, Kathleen Golomb
	Committee Review				X				Committee Review only as needed	
9	Room Numbering + Interior Signage guidelines									James Cook, Roxsand King
10	Sustainability									Sara Popenhagen, Maya Gharpure

Two meetings should be scheduled with entire CP+S team to discuss multiple topics. Contact Alicia Berg/Tiffany Grant to schedule.

First meeting: Project Initiation phase

Second meeting: Construction phase

At the initiation, meeting CPD-PM and CP+S team will review checklist together and provide guidance. CPD-PM should continue to collaborate with contacts as shown above.

Date Meeting Occurred: xx/xx/xx

Date Meeting Occurred: xx/xx/xx

Project Name:

Project Phase:

Contact: Maya Gharpure

mgharpure@uchicago.edu

ZONING/PLANNED DEVELOPMENT CHECKLIST				
PLANNED DEVELOPMENT APPROVAL REQUIREMENT	1 Is the project within Planned Development #43, #215 or #1216? (1)	PD #	Sub Area:	
	2 Identify sub area and specific site location for the PD			
	3 If the project is located within PD #43, CP+S will help to determine if the proposed project is within the guidelines established by the PD for the specific sub area. <i>Note: each sub area has maximum height, site coverage, FAR and occupancy type restrictions. Any revisions to restrictions will have to go through an Administrative Relief or PD Amendment process which will impact the project schedule. Sub Area O has more detailed guidelines on design, massing and use (2)</i>			
RENOVATION	4 Will project impact existing building footprint? i.e. will it increase or decrease?			
	5 Will project impact overall existing gross square feet (GSF) of the building? <i>Note: building additions, creating/removing atriums, adding/removing floors are examples</i>			
	6 If built before 1940, list the Chicago Historic Resource Survey Color Code for the building (3)			
NEW CONSTRUCTION	7 Will surface parking lots be impacted? After answering the above questions, consult with CP+S to determine the following:			
	8 Will project require PD approval?			
	9 Will project require Administrative Relief or an Amendment? If the answer is yes, see below. If the answer is no, proceed to the building permit application process.			
	10 Is an existing building being demolished to make way for the new building construction?			
	11 If yes, and the building was built before 1940, list the Chicago Historic Resource Survey Color Code for the building (3)			
	12 Will surface parking lots be impacted by the proposed new construction? After answering the above questions, consult with CP+S to determine the following:			
	13 Will project require PD approval?			
	14 Will project require Administrative Relief or an Amendment? If the answer is yes, see below. If the answer is no, proceed to the building permit application process.			
	APPLICATION CHECKLIST			
	PART I - SITE PLAN REVIEW APPLICATION	A Provide information below to CP+S who will then prepare letter and transmit to OCE for submission to CDPD. Estimated Timeline: 3 months. Site Plan Review application must be approved before Part II can be submitted. Site Plan Approval submittals should be submitted no later than conclusion of SD to allow for required modifications to be incorporated prior to proceeding to DD.		
B				
C CPD-PM shall provide drawings (11 x 17 format): Existing land use map (400 feet in all directions from the proposed site) that can be reasonably determined through existing data Aerial map (extending 250 feet in all directions from the proposed site) Fully-dimensioned site plan (including a footprint of the proposed improvements) Fully-dimensioned building elevations Fully-dimensioned landscape plan(s) Green roof plan Contextual renderings		Date Submitted to CP+S	xx/xx/xx	
D CPD-PM shall also provide the following information: Brief project description Existing building GSF Proposed Addition/ New Construction GSF No. of floors (existing and proposed) Existing building footprint GSF Proposed Addition/ New Construction footprint GSF Existing building height Proposed Addition/ New Construction building height		Date Submitted to CP+S	xx/xx/xx	
E Once Site Plan Review application is submitted to CDPD, the project team will need to obtain approvals from: Mayor's Office for People with Disabilities (MOPD), Chicago Department of Transportation (CDOT), Chicago Fire Department (CFD). CDOT will not review the site plan submittal until MOPD and CFD have given their preliminary approvals. <i>Note: Project team meets with each of these groups during Site Plan Review period. CPD-PM coordinates with OCE to schedule meetings with MOPD and CDOT. Typically, CPD-PM relies on A/E's code consultant to set up a meeting with Fire Department.</i>		Date CP+S Submits to OCE	xx/xx/xx	
		Date Site Plan Approval Received	xx/xx/xx	
PART II - PD APPROVAL		F Part II letter is submitted concurrently with building permit application. CP+S will prepare letter and transmit documents to OCE for submission to CDPD. CPD-PM shall provide the following information to CP+S: Building Identification and Planned Development Boundary Map Property Line and Right of Way Map Generalized Land Use Plan Existing Adjacent Land Use Plan Parking Lot Location Map Existing Adjacent Zoning Plan Sub-Area Map Building Floor Plans <i>Note: Information submitted for Part II Approval must be consistent with Site Plan Review documents. If massing, Site Coverage, height or FAR changes, resubmittal for Site Plan Review triggered.</i>	Date Submitted to CP+S	xx/xx/xx
			Date CP+S Submits to OCE	xx/xx/xx
			Date Part II Approval Received	xx/xx/xx
		RELATED REFERENCES		
	(1) https://news.uchicago.edu/behind-the-news/planned-development-amendment-43			
	(2) https://news.uchicago.edu/sites/default/files/attachments/2017_Update_to_Woodlawn_Avenue_Plan.pdf			
	(3) https://webapps.cityofchicago.org/landmarkswch/search/home.htm			

Project Name:

Project Phase:

Contact: Maya Gharpure

mgharpure@uchicago.edu**HERITAGE CHECKLIST**

Building Name:

Year Built:

If the building was built before 1940, list the Chicago Historic Resource Survey Color Code for the building

This information is available at: <https://webapps.cityofchicago.org/landmarksweb/search/home.htm>

Architect:

Renovation scope:

1. Full or substantial renovation including exterior repair/ upgrade: Full building heritage report must be completed in the project initiation / planning stage, if a heritage report already exists a determination needs to be made whether to update it if required. The project will need to fund the heritage report

o Work with CP+S to determine the Exterior and Interior Stewardship Tracks for the building

2. Partial interior/ exterior renovation: Determine need for a full building heritage report based on project scope. The project will need to fund the heritage report

o Work with CP+S to determine the Exterior and Interior Stewardship Tracks for space under consideration to determine whether architecturally and/or culturally significant

o Further documentation will be required if the space under consideration is a significant space, e.g. significant original features and materials, columns, ornamental bases, capitals, cornices, beams, wooden paneling, ceilings, window and door elements etc.

Chicago Historic Resource Survey Color

Stewardship Tracks

Interior Rating

Exterior Rating

Heritage Report required?

Yes

No

Significant spaces

STEWARDSHIP TRACKS

The tracks are dual letter and number ratings, with letters referring to the exterior condition tracks and a number refers to interior features. These tracks, affect the character and approach to the future renovation and maintenance of University buildings. The categories are obvious for many buildings but some will require a Heritage Survey and/or additional research and analysis before making a final determination. Because interpretations are fluid and building conditions change, it would be appropriate to review and revise the tracks for each building regularly. The Stewardship Tracks are summarized as:

Stewardship Tracks - Exterior:

Stewardship Track A: Authentic Original Character (Iconic)

Stewardship Track B: With Visually-congruent Interventions

Stewardship Track C: Significant adaptation to University Requirements

* The A and B categories call for maintaining the character of the existing design with a greater or lesser degree of specificity in materials and techniques and relative cost.

Stewardship Tracks - Interior

Stewardship Track 1: Authentic Original Character

Stewardship Track 2: Original Character with program required Functional Updates

Stewardship Track 3: Contemporary Character, Significantly Altered

Note: On the interior categories significant interior spaces should be treated individually and with their own status indicators. Track #1 is to be considered in terms of maintaining original character while Track #2 is more adaptive and with the capacity to incorporate new technologies while keeping original fabric of interest as far as possible. Spaces that have been changed to remove significant amounts of original character or spaces that have little architectural character are grouped under Track #3.

ADDITIONAL INFORMATION

The City and/or State have given the following properties special status, please consult with CP+S if project is impacting any of the following properties:

Hitchcock Hall

Jones Laboratory, Room 405

Lillie House

Site of the First Self-Sustaining Nuclear Reaction

Midway Studios

Robie House

Rockefeller Memorial Chapel

American School of Correspondence (UCM)

Alumni House

The Collegium

5710 S. Woodlawn Avenue

5720 S. Woodlawn Avenue

5730 S. Woodlawn Avenue

School of Social Service Administration

Laird Bell Law School

Keller Center

RELATED REFERENCEShttp://facilities.uchicago.edu/about/uchicago_heritage_map/**HERITAGE BUILDING REPORTS AVAILABLE UPON REQUEST**

Project Name:

Project Phase:

Contact: Glenn Okazaki

gokazaki@uchicago.edu

ACCESSIBILITY CHECKLIST		
GOALS & OBJECTIVES	Before meeting with CP+S, define accessibility concerns and objectives for the completed project	
	1	How will you implement Accessibility Plus?
	2	Have you determined the applicability of regulatory provisions regarding "historic building structure or site" and "landmark" status as they affect accessibility requirements? (also see Heritage)
	3	Have you determined the applicability of regulatory provisions regarding transient lodging facilities and housing at a place of education, extent of public accommodation and commercial facility (Title III ADA) applicability, and CBC occupancy assumptions?
DESIGN DETAILS	4	Is the project new construction, addition, alteration or repair?
	5	What is the existing accessibility of the project site, its boundary conditions and relationship to adjacent site accessibility? Have you consulted with Operations & Maintenance (O&M) regarding recurring issues of access?
	6	Have you reviewed accessibility and Accessibility Plus objectives with your clients? With your sponsors and stakeholders?
	Meet with CP+S to establish a target date during SD Phase for the monthly Accessibility Design Review Committee meeting, and schedule a pre-meeting with CP+S two weeks prior to the ADRC	
	7	Have you met with CP+S to determine if the project requires an Accessibility Consultant? Will it be handled by the A/E directly?
	8	Will a preliminary MOPD review be included in Permit and PD process plan, and at what point in the schedule?
	9	Where "path of travel" improvements are required, have you identified options necessary to satisfy regulatory requirements and Accessibility Plus (if applicable)?
	10	Have you identified any accessibility objectives considered to be "technically infeasible"? What are the alternatives?
	11	Have you included a statement of compliance in CD drawing set? Statement of compliance shall include federal, state and local accessibility requirements. It shall include the seal and signature of the state-registered design professional.
	12	Have you included quality assurance expectations for Contractor regarding accessibility in the construction Contract Documents?
	13	Has the Contractor included an accessibility component in their QA/QC program for verification and measurement?
QUALITY CONTROL	14	Does the Pre-Bid Meeting agenda include mention of project accessibility goals and expectations to all bidders?
	15	Have you considered the following when submitting your building permit application?
	Update and submit final MOPD Project Data form with application.	
	16	Schedule and submit for MOPD review, projects that qualify for self-certification, regardless of whether the City allows by-passing this step in the permit application process.
	17	in alterations, describe existing conditions and options for required improvements to the accessible path of travel for MOPD review.
	18	Has the Contractor provided all necessary temporary pedestrian circulation routes around the construction site to comply with the requirements of CBC Chapter 18-11?
	19	Is there a process for monitoring construction contract changes for conflict with accessibility goals?
	20	Do OAC meeting agendas include accessibility conformance as a weekly construction meeting agenda item?
	21	Has the Contractor removed temporary pedestrian circulation routes around the construction site when no longer required? Have the previous circulation routes been restored or improved?
	22	Does the A/E team have a procedure for identifying all non-compliant items?
	23	Have all non-compliant items that exceed conventional industry tolerances been corrected by the Contractor?
	24	Have you received completed as-built Accessibility Plans that include a statement of compliance of the work to the accessibility requirements of the Contract Documents and applicable regulatory requirements?
	25	Has close-out documentation for the project been submitted, including the Accessibility Plans in the formats and quantities as indicated elsewhere in these standards?
	26	Have the CPD Project Manager, User Group, and CP+S/Accessibility conducted a Post-Project Evaluation of accessibility objectives?
Schedule an inspection of accessibility components as part of the warranty walk-through prior to the expiration of the 24- month project warranty		

Project Name:

Project Phase:

Contact: Kathleen Golomb

kgolomb@uchicago.edu

Roxsard King

rrking@uchicago.edu**EXTERIOR/ DONOR SIGNAGE CHECKLIST****Funding for the exterior signage fabrication and/or modification and installation are the responsibility of the project budget.**

1 Is the project on the main UChicago campus?

2 Is the project new construction?

3 Is this a renovation of an existing structure?

a. If yes, was existing signage salvaged and stored?

4 Building signage (NOTE: DEPARTMENT NAMES ARE NOT TO BE PLACED ON EXTERIOR SIGNAGE.):

Building name:

Street Address:

ADA Access:

5 Is this a MAJOR Public Destination?

6 Has the site location for sign been reviewed with CP+S?

7 If applicable - has existing plant materials coordinated with FS Operations - Landscape Services?

8 If applicable - have sprinkler lines marked by FS Operations - Landscape Services?

9 Will the project require Donor Signage?

a. Is this part of the architect's design scope of work?

b. If not, are there terms in the gift regarding recognition?

c. Is there a budget established?

Indoor:

Outdoor:

10 Will the project require a committee review meeting?

RELATED REFERENCEShttp://d3qi0qp55mx5f5.cloudfront.net/facilities/pdfs/62/FS2_4E4_Exterior_Signage_Manual.pdf

Project Name:

Project Phase:

Contact: Kathleen Golomb

kmgolomb@uchicago.edu

LANDSCAPING/SITEWORK CHECKLIST				
PLEASE NOTE: Landscape construction is seasonal. Installations occur only between April 15 and October 15				
DESIGN PHASE	1	Is this project located in the Main Quadrangles? <i>NOTE: Hours of work may be impacted if located within the Main Quads</i>		
	2	Does the project include any landscape improvements or restoration? a. If so, who is the Landscape Architect?		
	3	What is the expected project delivery date?		
	4	Has documentation of existing site amenities to be reused or relocated been prepared?		
	5	Are there existing plant materials that can be salvaged and reused? a. If so, please note seasonal restrictions on removal:		
	6	Are there UChicago trees that will remain on site during construction?		
	7	Has FS Standard tree protection detail been included in the drawings?		
	8	If standard tree protection detail is not feasible, has an alternate means of protection been provided?		
	9	Will any root pruning be required?		
	10	Are there any parkway trees impacted? a. Trees removed? b. Trees retained/protected? c. Will any root pruning be required?		
	11	Have soil tests been completed and findings reported?		
	12	Does the project include new or modified parking lot?		
	13	Does the work trigger City of Chicago Landscape Ordinance?		
	14	Has plant palette been reviewed by CP+S? Coordinate plant tagging with CP+S, Large material to be pretagged before bidding		
CONSTRUCTION & TURNOVER	15	Has Site Furnishing been reviewed and approved by CP+S?		
	16	Has the Landscape contractors bidders list been reviewed with CP+S?		
	17	After contract award, has Landscape Contractor discussed plant sources (nurseries) with CP+S?		
	18	Prior to start of construction, has the site been reviewed by: FS Operations - Landscape Services CP+S		
	19	Have new topsoil samples been provided and approved by FS Operations - Landscape Services?		
	20	Have mulch samples been provided and approved by FS Operations - Landscape Services?		
	21	Have plant layouts been reviewed and approved by CP+S?		
	22	Will UChicago sandstone be used on project? a. If so, is access coordinated with Atrium?		
	23	During Turnover, have as built landscape plans been provided in CAD?		
	24	Has there been a final walkthrough conducted with FS Operations - Landscape Services for Project Turnover?		
	25	Letter sent to FS Operations - Landscape Services?		
	26	Warranty dates provided?		

Project Name:

Project Phase:

Contact: Kathleen Golomb

kmgolomb@uchicago.edu**STORMWATER RETENTION & IRRIGATION CHECKLIST**

1	Will the site disturbance trigger stormwater detention requirements? a. Quantity and storage system? <i>Please note that Stormwater Management review of plans requires a fee in addition to the standard building permit fee and permit review fees (if applicable)</i>		
2	Does project have chilled water discharge? a. Quantity?		
3	Can the project site accommodate underground stormwater retention? a. Capacity and location?		
4	What water conservation methods, such as rainwater harvesting for irrigation, have been reviewed?		
5	Will the site require landscape irrigation?		
6	Is there an existing irrigation system? a. If so, please have FS Operations - Landscape Services salvage all heads as desired. Cap off existing feed and salvage clock if they are to be reused.		
7	Will irrigation be designed by the landscape architect, or will it be Design/build by the irrigation contractor?		
8	Has the irrigation water source been identified? Is the water source shown on plumbing drawings?		
9	What is the required power for the system? Has it been included in electrical drawings?		
10	Has space been allocated for the irrigation controller?		
11	Where are landscape irrigation Quick Couplers located?		
12	If the project has a green roof, is irrigation/water source provided?		
13	Has a requirement for As-Built drawings of the installed irrigation system been included in the specifications?		

Bird Safety Checklist				
This checklist serves three purposes: 1) assessing risk factors and determining risks which must be addressed; 2) increasing awareness of risk factors that are minimal and don't require treatment; and 3) evaluating buildings for bird-safe building certification.				
REQUIREMENTS FOR THE MOST HAZARDOUS CONDITIONS: The red shaded boxes indicate prohibited building conditions or conditions which are only permitted if the glazing is installed with bird-safe treatments. If the project combines a glass facade with a high risk location (Lines 3-4), glazing treatments will be required such that the amount of untreated glazing is reduced to less than 10% for the facade facing the landscaping or water. If a project creates a new bird trap or feature hazard (Lines 16-19) or remodels an existing feature-related hazard, bird safe treatment will be required.				
INCREASING AWARENESS: Use this checklist to evaluate design strategies for building new structures and retrofitting existing buildings. This checklist summarizes conditions that could contribute to bird mortality and will help to identify the potential risks. Interested faculty, staff, and students are encouraged to contact Facilities Services for suggestions on how to proactively increase awareness of these issues and make bird safety practices part of the campus conversation.				
VOLUNTARY RATINGS: Project design teams should use this form in evaluating bird-safe certification. Facilities Services will partner with these teams to acknowledge their work to actively reduce bird collisions. The ratings system will create tiers showing levels of meeting the bird safe criteria.				
RISK ASSESSMENT LEGEND				
	This shade indicates potential risk. The net assessment of total risk varies with the combination of factors -- only combinations with the "red" boxes present a risk level necessitating bird-safe treatments.			
	This shade indicates prohibited conditions or conditions which are prohibited unless bird safe treatment(s) applied.			
COMPLIANCE LEGEND				
By checking all of the boxes for one (or more) of these colors, it will indicate the level of compliance.				
	The building meets minimum conditions by focusing on ensuring "bird-hazards" and "bird-traps" are not created or are remedied.			
	Also reduces untreated glazing beyond requirements and commits to "lights out practices" and educating occupants.			
	Also reduces the amount of glass on the façade, avoids/treats additional hazards beyond requirements, and features year-round best management practices for lighting.			
			YES	NO
MACRO-SETTING	1	Is the structure located within a major migratory route? Chicago is part of the Mississippi Flyway.	X	
MICRO-SETTING (Location-related hazard)	2	Is the structure located such that windows greater than 24 sq ft will be opposite of, or will reflect, interlocking tree canopies?		
	3	Is the structure within 300 feet of an open space 2 acres or larger or dominated by vegetation?		
	4	Does the structure feature an above ground or rooftop vegetated area 2 acres or larger?		
GLAZING QUANTITY		Is the overall quantity of glazing as a percent of façade (risk increases with amount of glazing):		
	5	Less than 10%		
		More than 50%		
	6	Will glazing be replaced? More than 50% glazing to be replaced on an existing bird hazard (including both feature-related hazards as described below in Lines 16-19 and location-related hazard as described above in Lines 2-4).		
GLAZING QUALITY		Is the glazing quality of the glass best described as:		
	7	Transparent (If so, remove indoor bird attractions visible from outside the windows)		
	8	Reflective (If so, keep visible light reflectance between 10-20% and consider what will reflect in the windows. NOTE: Some bird-safe glazing such as fritting and UV spectrum glass may have higher reflectivity that is visible to birds)		
	9	Mirrored or visible light reflectance exceeding 30%		
GLAZING TREATMENTS	10	Is the glazing treated such that the "collision zone" contains no more than 10% untreated glazing for identified "location-related hazards" (Lines 2-4) and such that 100% of the glazing on "feature-related hazards" (Lines 16-19) is treated.		
	11	Is the building's glass treated for required "bird hazards" (as described in Line 10) and such that no more than 5% of the collision zone (lower 60 feet of façade) glazing is untreated but not for the entire building?		
	12	Is the glazing treated (as described in Lines 10 & 11) and such that no more than 5% on the exposed façade is left untreated?		
BUILDING FAÇADE GENERAL	13	Is the building façade well-articulated (as opposed to flat in appearance)?		
	14	Is the building's fenestration broken with mullions or other treatments?		
	15	Does the building use unbroken glass at lower levels?		
BUILDING FEATURE-RELATED HAZARDS AND BIRD TRAPS		Does the structure contain a "feature-related" hazard of potential "bird trap" such as:		
	16	Free standing clear-glass walls, greenhouse or other clear barriers on rooftops or balconies?		
	17	Freestanding clear-glass landscape feature or bus shelters?		
	18	Glazed passageways or lobbies with clear sightlines through the building broken only by glazing?		
	19	Transparent building corners?		
LIGHTING DESIGN	20	Does the structure, signage or landscaping feature uplighting?		
	21	Does the structure minimize light spillage and maximize light shielding?		
	22	Does the structure use interior "lights out" motion sensors?		
	23	Is night lighting minimized to levels needed for security?		
	24	Does the structure use decorative red-colored lighting?		
LIGHTING OPERATIONS	25	Will the building participate in migration season mitigation programs? (Late Aug - late Oct; Mid March - early June)		
OTHER BUILDING ELEMENTS	26	Does the structure feature rooftop antennae or guy wires?		
	27	Does the structure feature horizontal access wind generators or non-solid blades?		
CONSENT	28	Does the Building Manager agree to distribute bird-safe materials and notices to the building occupants?		

NOTE: Adapted from the City of San Francisco Planning Department 2011 Guidelines

Project Name:

Project Phase:

Contact: Kathleen Golomb

kmgolomb@uchicago.edu**SITE & CONSTRUCTION LOGISTICS**

During early design phases, the A/E drawings shall include a preliminary construction logistics plan indicating pedestrian routes/re-routes, accessible paths of travel, and any required signage. The plan will be updated by a contractor once selected.

1	Is this project located in the Main Quadrangles?		
2	Has the project been reviewed for impact on campus landscape with CP+S?		
3	Has site access been reviewed?		
4	If the project requires a dumpster, where is it sited?		
5	Will it be changed out frequently?		
6	Does the project require a lay down area?		
	a. If so, how many SF?		
	b. What is the purpose?		
	c. Location to project?		
7	Will street parking be impacted?		
	a. If so for how long?		
8	Construction worker parking plan:		
	No personal vehicles are to be parked on University property		
9	Will the site utilize construction fencing?		
	a. Screening plan?		
	b. Screening color?		
10	Will a University construction sign be required (in addition to contractor signage)?		
	a. Size and location:		
11	Is your Communications Plan in place?		
12	Will the project impact pedestrian routes?		
13	Provide pedestrian re-route plan and signage requirements.		
14	Is alternate ADA route compliant with guidelines?		
15	Where will truck staging take place?		
16	Have truck routes been designated for non-Boulevard streets?		
17	NO truck traffic on Garfield Boulevard and through Washington Park per City of Chicago ordinance.		
18	Has the construction logistics plan been reviewed by OCP+S and the appropriate Alderman?		
19	Have all temporary signs been removed at the end of the project?		

Project Name:
Project Phase:

Contact: James Cook
jcook@uchicago.edu
Roxsard King
rking@uchicago.edu

ROOM NUMBERING + INTERIOR SIGNAGE GUIDELINES

ROOM NUMBERING	
BACKGROUND INFORMATION	<p>The campus room number system provides a unique identifier for every building space on campus. This identifier is used for wayfinding within buildings and to consistently identify each room in many University data systems as well as the City of Chicago 911 Response System. FS/CP+S is responsible for the review of room numbers in all University buildings monitored by the University Space Management System (SIMS). This review procedure insures that:</p> <ol style="list-style-type: none">Room numbers are uniquely assigned within a buildingThe assignment convention follows University rules and good wayfinding practicesChanges in room numbering are recorded on CAD floor plansAll room number changes and project floor plans are reported to the SIMS data manager (and other University data systems) in a timely fashion
1	<p>Floor numbering conventions</p> <ol style="list-style-type: none">Sub-basements carry the prefix SB with their room number designation (i.e. SB001, SB002, etc.)Basements are the "0-Level" and are numbered 001, 002, etc.Mezzanines carry a Z suffix designation (i.e. 201Z, 202Z, etc.)All other floors are labeled by their floor level designation (i.e. 1st floor numbers are 1XX, 10th floor numbers are 10XX, etc.)
2	<p>Corridors</p> <ol style="list-style-type: none">The corridor is numbered X00 where X = floor level designationContinuous corridors, regardless of length or configuration, carry one numberIf a corridor is sectioned by doors, then each sectioned length of corridor is assigned a letter suffixMain floor building vestibules are considered a section of the main corridor and are numbered in the sequence
3	<p>Elevators</p> <ol style="list-style-type: none">Elevators are numbered ELCC-NN, where CC designates the elevator geographic designation and NN the floor numberService elevators and lifts located inside of a building should be included in the number sequence
4	<p>Stairs</p> <ol style="list-style-type: none">Stairs are numbered STX-YY, where X is the stair's geographic designation and YY the floor number
5	<p>Room Number Sequence</p> <ol style="list-style-type: none">Room numbering begins to the right of the main entrance as you face into the space. Assign odd numbers to the right, even numbers to the leftEach room with an entrance onto the main corridor should receive a discrete room numberRooms within a suite are associated to each other by adding a letter suffix to the main room's number (i.e. 302A, 302B, etc.)
RELATED REFERENCES	
http://d3q0qp55mx5f5.cloudfront.net/facilities/pdfs/62/ES2_4E1_Room_Number_Assign_Policy.pdf	
INTERIOR SIGNAGE	
BACKGROUND INFORMATION	<p>Interior signage standards have been created to provide a uniform system that meets the University's aesthetic and wayfinding guiding principles as well as applicable statutory requirements. The interior signage procedures ensure that:</p> <ol style="list-style-type: none">Signage conventions follow the University's standards and good wayfinding practicesStatutory-compliant signage (federal, state, and city) is designed and installed
1	<p>The modification or installation of signage is a required expense of any renovation or new construction project.</p> <ol style="list-style-type: none">The project must cover the replacement of all signage in the affected areas, including building common area signage, wayfinding, and any code-required signage.Signage must meet the standards outlined in the Interior Signage Manual and be aesthetically compatible with the building.Facilities Services/Campus Planning is responsible for the review of interior signage.
2	<p>All University signage and mounting guidelines must comply with the technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA). This includes the following sign types:</p> <ol style="list-style-type: none">Room Name SignageRestroom SignageCore Building Signage
3	<p>Restroom facilities that are not accessible shall indicate the location of the nearest accessible restroom within the building.</p>
4	<p>Does your project require building evacuation signage?</p> <ol style="list-style-type: none">If yes, A/E firm or signage consultant shall provide evacuation maps.
5	<p>Do any spaces within your project scope require Occupancy Capacity signs?</p> <ol style="list-style-type: none">If yes, applications shall be submitted to the City of Chicago Department of Buildings.
VENDORS WITH EXPERIENCE FABRICATING AND INSTALLING UC SIGNAGE	
<ol style="list-style-type: none">ACS/Susico; Lawrence Kreiter, 847.675.6530, email: ljlk@acssusico.com Art Dose; Martha Morelos, 773.247.9722, email: mmorelos@artdose.com	
RELATED REFERENCES	
http://d3q0qp55mx5f5.cloudfront.net/facilities/pdfs/62/ES2_4E3_Interior_Signage_Manual.pdf	

Project Name:

Project Phase:

Contact: Sara Popenhagen

popenhagen@uchicago.edu

Maya Gharpure

mgharpure@uchicago.edu

The sustainability guidelines in FS2 for smaller projects will be updated in FY19, the guideline when launched will replace this checklist.

SUSTAINABILITY GUIDELINES	
NEW CONSTRUCTION/ LARGE RENOVATION PROJECTS	General Topics for Discussion at early design phase review meetings, per UChicago Sustainability Plan: Climate Change and Energy High Performance Buildings Multi-Modal Transportation Waste Reduction Food Systems Green Space Water Conservation Environmentally Preferable Procurement Building Awareness and Partnerships
	Applicable to Projects < \$1.0 Million for Classrooms & Office Occupancies. Does not include Laboratories 80% of the work at the University is renovation work. This guideline will apply to most of those projects. Note: Refer to the FS2 as the standard for all University renovations and new projects. This document serves as a guideline for small scale renovations only. All percentages should be calculated for item costs.
SUSTAINABLE STRATEGIES GUIDELINES FOR SMALL PROJECTS	PROGRAMMING Collaborate with Client/ Department to determine: Existing conditions (advantages and deficiencies) Immediate requirements (additional staff, change in work system etc.) Future expansion requirements (plan for expansion: 5 to 10 year goals) Work to determine efficient adjacencies to enhance productivity and collaboration, to determine of shared work and break areas etc.
	SPACE PLANNING Collaborate with Client/ Department to determine an efficient space layout. Minimize single person offices when possible Promote sharing spaces i.e. open area with work stations where possible with a shared conference room/s as required. Optimized day-lighting and views lead to enhanced productivity. Layout should avoid glare zones or plan for ways to cut glare (eg. blinds etc.) Electrical and Data outlets should be reused when possible, in consultation with the FS electrician or electrical consultant
	ENERGY CONSUMPTION Lighting Optimize day-lighting Install light fixtures to serve to complement day light. In built ability to control lighting in small planned sections within the space (occupancy controls). Use low consumption lighting fixtures. (eg. LED lights) Install occupancy sensors and lighting controls. Specify blinds etc. based on available daylight, need for glare control and work environment needs. Encourage use of 'Smart Power Strips'
	Mechanical Systems Optimize indoor air and temperature quality resulting in increased comfort levels by test and balance programs, other solutions for fresh air, air speed, humidity and temperature controls. Flush out for indoor air quality (IAQ) after construction. Install occupancy controls for mechanical system Passive strategies – insulation, storm windows etc.
	WATER EFFICIENCY Install flow restrictors and reduced flow aerators on lavatories, sinks, showers etc. Install dual-flush water closets and waterless urinals, when possible. Utilize gray water for flushing, when possible. Install automatic sensors and lighting controls Install water efficient dishwashers, laundry machines and other water consuming fixtures.
	DEMOLITION Reuse of existing materials (doors, electrical/ data outlets), in consultation with the FS electrician or electrical consultant Recycle waste generated – divert as much as possible from landfill. Existing furniture systems should be recycled or reused.
	CONSTRUCTION & INSTALLATION Place work orders with Operations shops for paint, electrical and carpentry work where possible. Use Low Emitting materials to control Indoor chemical & pollutant sources for indoor air quality in: Adhesives & Sealants Paints and Coatings Flooring Systems Composite Wood & Agri-fiber products Systems furniture and seating Mold Prevention Pre Occupancy Cleaning: Develop a high performance cleaning program that encourages: Use of sustainable cleaning equipment. Use of sustainable cleaning products.
	INDOOR AIR QUALITY AND NOISE MANAGEMENT DURING CONSTRUCTION Plan to limit air quality problems resulting from construction for: HVAC protection Source Control (substitute with low emitting materials) Dust pollution (plan for dust suppression and determine cleaning frequency, water and spill cleanup) Protection of on site or installed absorptive and porous material Flush out and air testing of mechanical systems before occupancy Reduce noise during construction
	FURNITURE & FURNISHINGS Set durability/ performance standard for materials to be maintained long term. Promote use of existing furniture to be repurposed for new layout. Check for furniture requirements to be met by the furniture recycle program. If new furniture has to be purchased then, promote use of furniture with: Recycled content Regional materials Rapidly renewable materials Certified wood (FSC certified) Minimize use of furniture that required to be fixed to the walls or floor to enable smoother future renovation/ reuse. eg. independent work stations
	WASTE MANAGEMENT AND DISPOSAL PLANNING Include recycle bins and trash bins into project budget, including signage on/ around the bins to communication to end user Recycle construction waste generated – divert as much as possible from landfill. Install electric hand dryers Check with vendors for 'Take back' programs at end of life (eg. furniture, carpet tiles, blinds etc.); the 'Take back' program vendors should be preferred.