

Date: April 10, 2008

Project Name:

Project Location:

Project Size:

**OWNERS PROJECT REQUIREMENTS AND BASIS OF DESIGN**

Item	Question	Owners Project Requirement	Basis of Design	Complies	Notes
<b>Owner and User Requirements</b>	Building Primary Purpose				
	Use of Proposed Building				
	Pertinent Project History				
	Program Goals or needs				
	Future Expansion Goals				
	Building Flexibility Goals				
	Quality of Materials				
	Construction Cost Goal				
	Operational Cost Goal				
	Do controls require external interface				
	Past success points to include in this project				
Past points to not include in this project					
<b>Environmental and Sustainability Goal</b>	LEED Target Goal				
	Sustainability Message to building occupants and visitors?				
	Sustainability Message to the community?				
<b>Energy Efficiency Goals</b>	Energy Code Goal				
	Building Siting Goal				
	Landscape Goals				
	Façade Goals				
	Fenestration Goals				
	Building Envelope Goals				
	Roof Features Goal				
	Higher efficiency windows and building envelope				
	Interested in lighting control such as motion sensors.				

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<b>Envelope</b>	Exceed standard Wall Insulation				
	Exceed standard Roof Insulation				
	Glass Quality / Preference				
	Tinted glass or clear				
	Exceed standard Outdoor Temperature Design Conditions				
	Desire exterior shading for windows				
<b>Indoor Environmental</b>	Occupancy Schedules				
	Lighting Environmental Requirements				
	Temperature Environmental Range or Requirements				
	Humidity Environmental Range or Requirements				
	Acoustical Requirements of Project				
	Air Quality Requirements of Project During Construction				
	Air Quality Requirements of Project After Occupancy				
	Ventilation Requirements of Project				
	Filtration Requirements of Project				
	User Ability to adjust systems controls				
	Desired types of lighting				

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<b>Quality Requirements</b>	Accommodations for after hour use				
	Target Indoor Design Temperatures				
	Target Indoor Design Humidity				
	Is the building located in any relationship to odor producing facilities				
	Are you concerned with documenting outdoor air and/or indoor air quality				
	Can exterior smoking areas be located to coordinate with outdoor air intakes				
	Do you desire copy rooms to be exhausted				
	Do you desire to remove cooking smells from kitchen exhaust				
	Desired level of equipment quality (standard / premium)				
	Desired level of equipment reliability (standard / premium)				
	Desired System types (air, chilled water, etc)				
	Desired level of automation (full interface or maint contract)				
	Desired list of specialty equipment required to be on controls system				

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<b>Equipment and Systems Expectations</b>	Desired equipment flexibility (future modifications)				
	Maintenance requirements for each system to be commissioned				
	Efficiency Targets of Equipment				
	Desire to have continual energy performance check against projected usage				
	Desired Technologies - Automation				
	Preferred controls manufactures				
	Is equipment required to be indoors				
	<b>HVAC Expectations</b>	Exhaust Rate of Specialty Areas			
Toilet Exhaust Rate - High air change					
Ductwork Insulation Requirements					
HVAC Thermostatic Zoning Requirements					
Heating Only Spaces in project					
Electric Room Conditioned? Filtered outdoor air?					
MDF/IDF Dedicated Cooling On E-power					
Plenum Heat Requirement					
Controls Manufacturer Preference					

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<b>Plumbing Expectations</b>	Interest in grey-water systems				
	Low flow fixtures acceptable				
	Interest in no-flow fixtures, ie waterless urinals and composting toilets				
	Plumbing Pipe Insulation				
	Storm and Waste Water Piping Materials				
	Domestic Water Piping Materials				
	Gas or electric water heaters				
	High efficiency boilers				
<b>Fire Protection Expectations</b>	Piping Materials				
<b>Electrical Systems Expectations</b>	E-Power Generator and UPS				
	Lighting Control				
	Daylighting of building required				
	Lightning Protection				
	TVSS				
	Panel Bus Connectors				
	Feeder Material				
	Describe how the facility will be operated				
	Describe who will operate the facility				
	Describe the level of training and orientation required for building occupants				

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<b>Building Occupant and O&amp;M Personnel Requirements</b>	Can data and electrical be in same room				
	Do you desire a maintenance staff office				
	Will you have onsite staff to maintain equipment				
	Will you require off site monitoring or alarming of systems				
	What term of equipment life are you expecting				
<b>Turnover</b>	Would you like ongoing training or all at the end of the project				
	Is opposite season testing of mechanical systems required				
	Any special warranty desires				
	Videotape				
	Text or disk or both?				