UR Design Standards Governance

Revision 2 – 8/21/2023

UR Design Standards Purpose Statement

The University of Rochester (UR) Design Standards document institutional facilities performance requirements to inform capital asset lifecycle cost planning; to achieve safe, healthy, highly efficient, and cost-effective facilities; to ensure quality in facilities design and construction; and reflect industry best practices. Institutional facilities are defined as buildings and sites occupied, owned, or operated by the UR, the UR Medical Center, and UR Medicine. As institutional facilities performance requirements and industry best practices evolve, so too will the UR Design Standards.

UR Design Standard Governance Committee Mission Statement

The UR Design Standards Governance Committee (committee) provides impartial, professional subject matter expertise to the development of institutional facilities performance requirements and working knowledge of best practices in the industry. The committee serves as stewards of the UR Design Standards with staff support from UR Commissioning (URCx) & Planning and Project Management (PPM). The committee oversees all periodic reviews of the UR Design Standards, bi-monthly reviews of proposed changes, and ad hoc, project-based variance requests.

The committee is comprised of representatives from the following areas of UR operations:
1. Environmental Health and Safety
2. Medical Campus Facilities Operations
3. River Campus Facilities Operations
4. Offsite Facilities Operations
5. Affiliate Facilities Operations
6. Commissioning
7. Utilities and Energy Management
8. Support Operations
9. Information Technology
10. Space Planning
11. Real Estate Services
12. Planning and Project Management

Representatives from Public Safety, Parking and Transportation, Event and Classroom Management, Clinical Engineering, Environmental Services, Infection Prevention, and Information Systems Division attend committee meetings on an as-needed basis.

A Subcommittee will be established to review time sensitive project based variance requests as outlined below. The subcommittee will consist of a minimum of three committee members identified at bi-monthly committee meetings.

Periodic Review

The committee will undertake a complete, periodic review of UR Design Standards by division within a cycle appropriate to the standard, not to exceed five years. The review will assess applicability of a standard as written, based on industry best practices and operations area performance data such as commissioning reports, warranty service calls, preventative maintenance logs, and facilities end-user repair or replacement requests. The Design Review and Standards Manager may engage a consultant, approved by the committee, to assist with the periodic review.

Bi-Monthly Review of Proposed Change Requests

The committee will meet on a bi-monthly basis to review proposed change requests. A quorum of the committee is required to conduct all reviews. A quorum must include at least one representative from greater than 50% of the operations areas.

Bi-monthly Review process:

A Director or Manager in an operations area department must submit a proposed change to the Design Review and Standards Manager using an Online Change Request Form at least three weeks in advance of the next scheduled bi—monthly review meeting. The Design Review and Standards Manager will confirm receipt of the Online Change Request Form, check for completeness, and if complete, add to the next available bi-monthly committee review agenda and distribute the request to the committee at least two weeks ahead the next scheduled bi-monthly review meeting.

Proposed changes must be justified on the basis of:
A. Lifecycle costs
B. Health and Safety
C. Sustainability
D. Energy Efficiency/Decarbonization
E. Best practice

Proposed change requests must include:
1. Justification statement incorporating the relevant above areas of justification
2. Cross reference to other UR Design Standards, if applicable
3. Cost impacts of the proposed change
4. List of subject matter experts who contributed to, and/or approved changes

Supporting documentation is strongly encouraged.
- MS Word files for current standards are available upon request. Use MS Word markup function to show changes to the existing Design Standard section.
- Technical documents

A simple majority of the quorum is required to reject, modify, or adopt the proposed change. In the

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event of a tied vote, the Design Review and Standards Manager will cast the tie-breaking vote.

Adopted changes must be posted to the UR Design Standards within two weeks of adoption by the committee.

Project-Based Variance Requests

The subcommittee of the governance committee will review project-based Variance Requests made outside of the bi-monthly review process. For projects managed within e-Builder, project-based requests will occur within e-Builder using the Design Standard Update Request Form. For projects not utilizing e-Builder, requests shall be made using the Design Standard Update/Variance Request form available on the Design Standards web page. Variances granted or denied, become part of the project record. A bi-monthly report of all project-based variance requests is provided by The Design Review and Standards Manager to the governance committee.

Project-Based Variance Request review process:

- Assigned University Project Manager submits a Variance Request in e-Builder (using online form if not an e-Builder project) on behalf of the project team.
- Project based Variance Request must conform to the same justification criteria as quarterly reviews.
- Subcommittee will receive a Variance Request notification via e-Builder email (email from Design Review and Standards Manager if not an e-Builder project).
- Subcommittee will review and comment on the Variance Request within three (3) business days of notification.
- Subcommittee will make comments on the Variance Request within e-Builder (using the Variance Request Comment Form if not an e-Builder project).
- The project manager will be notified of the subcommittee's decision through e-builder (by email if not an e-Builder project).
- If a majority of the subcommittee approves via review comment, then the assigned Project Manager approves the Variance Request (within e-Builder if applicable).
- If the subcommittee does not approve via review comment, then the assigned Project Manager denies the Variance Request (within e-Builder if applicable).
- Granted variance requests must also come before the governance committee's bi-monthly review to determine whether the University should adopt the variance as a change to the UR Design Standards (for example, a variance required to meet a change in building code).