

# TABLE OF CONTENTS

---

Latest Update 6-11-15, See underlined text

<b>DIVISION I - GENERAL REQUIREMENTS</b>		<b>Page</b>
1.	Professional Services	I-1
2.	University Project Number	I-2
3.	Program and Design Criteria	I-2
4.	Green Building Policy	I-3
5.	Available Funds	I-5
6.	Coordination, Notification and Correspondence	I-6
7.	Meeting Minutes	I-7
8.	Changes to the Design Team	I-6
9.	Press Releases Policy	I-8
10.	Construction Costs Estimates	I-8
11.	Value Engineering	I-9
12.	Life Cycles Cost Accounting and Energy Conservation	I-10
13.	Codes, Regulations and Standards	I-10
14.	Measurement of Building Areas, Volume and Efficiency Factors	I-13
15.	Sub-Surface Investigation and Evaluation	I-18
16.	Sediment and Erosion Control and Storm Water Management	I-21
17.	Water and Sanitary Systems	I-22
18.	Presentation to the Architectural Review Board	I-23
19.	Approval of Contract Documents	I-24
20.	Certification of Contract Documents	I-24
21.	Payments for Professional Services	I-25
<b>DIVISION II - PROCEDURES</b>		<b>Page</b>
1.	Pre-Design Conference	II-1
2.	General Design Document Requirements	II-6
3.	Specific Programming and Study Submission Requirements	II-15
4.	Design Phase	II-20
5.	Bidding	II-52
6.	Construction Administration Services	II-53
7.	Post Construction Survey	II-58
<b>DIVISION III - POLICIES AND PROCEDURES</b>		<b>Page</b>
1.	Floodplain Management Criteria for Flood-Prone Areas	III-1
2.	Standards of Ethical Conduct	III-3
3.	Reforestation Procedures	III-4
4.	Earthquake Construction	III-4
5.	Chesapeake Bay Policy	III-4

<b>DIVISION IV – LIFE CYCLE COST ANALYSIS</b>		<b>Page</b>
1.	Introduction	IV-1
2.	Applicability	IV-1
3.	Procedures	IV-1
4.	Forms	IV-2

<b>DIVISION V – ATTACHMENTS</b>		<b>Page</b>
1.	General Requirements	V-1
2.	Available Attachments	V-1
3.	Summary – Area, Volume, & Efficiency Form	V-3
4.	Tabulation of Gross Area Form	V-4
5.	Summary – Net Assignable Areas Form	V-5
6.	Request for <u>Construction Document Change</u> Form	V-6
7.	Engineer’s and Developer’s Certification Form	V-7
8.	Building Code Study Data Forms	V-8
9.	Project Description Sheet Forms	V-14
10.	Directions for Completing Project Description Sheet Forms	V-15
11.	University Standard Cover Sheet – Drawings	V-19
12.	University Standard Cover Sheet – Bound Documents	V-21
13.	List – UM Standard Drawing Numbers and Sheet Titles	V-22