



## UR Design Standards Governance

Revision 3 – August 2024

### UR DESIGN STANDARDS PURPOSE STATEMENT

The University of Rochester (UR) Design Standards (the “Standards”) serve as institutional facilities performance requirements to ensure quality and consistency in the design, construction, operation, and maintenance of institutional facilities. The Standards are based on the collective expertise of UR and partner contributors, and will be an evolving set of standards intended to meet institutional needs in an ever-changing world.

### UR DESIGN STANDARDS GOVERNANCE COMMITTEE MISSION

The UR Design Standards Governance Committee (the Committee) serves as stewards of the UR Design Standards program by providing oversight of program initiatives, subject matter expert (SME) groups, design standard development and review processes, and the approval of SME developed standards.

The 9–11-member committee is chaired by the Design Review and Standards Manager and its membership is comprised of representatives from the following areas of UR operations:

- Environmental Health and Safety (EH&S)
- Medical Campus Facilities Operations (MCFO)
- River Campus Facilities Operations (RCFO)
- Offsite Facilities Operations
- Commissioning (URCx)
- Energy Services and Sustainability (ES&S)
- Information Technology (UIT)
- Planning, Design, and Construction (PDC)

A rotating three-person subcommittee will be established to review time sensitive project-based variance requests as outlined below.

Regularly scheduled bi-monthly Committee meetings will be on the third Thursday of the odd months of the year.

### SUBJECT MATTER EXPERT GROUPS

The Committee will oversee the creation, resourcing, and participation of discipline based subject matter expert groups which will function under the direction of the Design Review and Standards Manager.

SME groups are tasked with periodic evaluation of existing standards, providing vetted content for standards updates and development, and review and approval of draft standards assembled by the office of the Design Review and Standards Manager, or other sources.

## Design Review & Standards



Design standards content will be based on the below criteria:

- Lifecycle Costs
- Health and Safety
- Sustainability
- Energy Efficiency/Decarbonization
- Industry Best Practice
- Historical Performance

### **FINAL REVIEW AND APPROVAL OF DRAFT STANDARDS**

The Committee will review all draft standards developed in conjunction with UR SME groups. Reviews may take place during bi-monthly meetings or outside of meetings as deemed necessary. In all cases, details of the review will be documented and maintained by the office of the Design Review and Standards Manager.

Draft standards will be reviewed based on the following criteria:

- Was the SME group adequately staffed?
- Where appropriate, were SMEs from related disciplines consulted?
- Were sound development and review processes followed?
- Was supporting documentation provided where appropriate?
- Does the standard support (or conflict with) broader institutional goals such as Sustainability?

A two-thirds majority of the Committee is required to approve a draft standard.

Approved standards will be posted to the UR Design Standards within two weeks of approval by the office of the Design Review and Standards Manager.

### **VARIANCE REQUESTS**

The Governance subcommittee will review project-based Variance Requests.

For projects managed within e-Builder, project-based requests will occur within e-Builder using the Design Standard Variance Request process.

For projects not utilizing e-Builder, requests shall be made using the Design Standard 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 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 new standards.

### Design Review & Standards



- 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 may engage the appropriate SME group for input.
- 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 meeting 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).

### **PERIODIC REVIEW OF CURRENT STANDARDS**

The committee will oversee periodic review of all UR Design Standards within a cycle appropriate to the standard, not to exceed five years.

UR SME groups will be tasked with completing reviews, which will assess applicability of a standard as written based on industry best practices, commissioning reports, warranty service calls, and operations and maintenance data.

The Design Review and Standards Manager may engage a consultant to assist with the periodic review.

### **REQUESTS FOR UPDATES OR NEW STANDARDS**

The Committee welcomes input and suggestions relative to new and existing design standards.

Inquiries and comments can be directed to the office of the Design Review and Standards Manager by emailing [urdesignstandards@ur.Rochester.edu](mailto:urdesignstandards@ur.Rochester.edu)