



## Overview

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Facilities Operations and Development (FOD) is responsible for the content and maintenance of The Ohio State University Building Design Standards (BDS). These standards are issued annually and will be updated with a revision six months after the annual edition is published. This responsibility is completed under the direction of the University Architect, University Engineer, and the University Landscape Architect. The purpose of these standards is to provide guidance to Architect/Engineer Associates in the development of construction documents. These processes are guidelines to provide the design community with a clear understanding of the steps to request and implement additions, changes, variances, and waivers to the BDS.

The BDS additions/changes, the BDS variance/waiver flowcharts, and other tools have been developed to assist in the clarification of the BDS processes. These can be accessed from [fod.osu.edu/bds](http://fod.osu.edu/bds).

## Additions/Changes

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1. Identify BDS addition/change. Anyone from the design community is encouraged to identify additions/changes to the BDS.
  - Changes to the standards should be considered throughout the project process.
2. Submit Request. Submit requests with the BDS Addition/Change Form.
3. Assign & Track Request. The Technical Services Group (TSG) is assigned the requests and is responsible to track and report on its progress to the University Engineer.
  - Assignment of representatives will be based on expertise.
  - This assignment should be completed within five days of its receipt.
4. Review Request. The BDS Presentation Checklist is used to ensure a thorough and complete review of the request.
  - The TSG representative is responsible to identify and work with the Requestor, the appropriate subject matter expert, and any other stakeholder. The BDS Subject Matter Expert List is available for use.
  - This review should be completed within thirty days of its receipt.
  - The TSG representative is responsible to properly track and file all appropriate documentation.
5. Present Request. The TSG representative, along with the consensus of the Requestor and/or subject matter expert, shall determine if the request will be evaluated by the University Architect, University Engineer, and University Landscape Architect.
  - a. Notify Requestor. If the request is not to advance to the next step, it will be cancelled. The BDS Addition/Change Notification form is provided to communicate the cancellation to the Requestor.
    - Copy this notification to anyone that provided review support (i.e., subject matter expert).
    - This notification should be issued within five business days of the decision to cancel the request.



6. Evaluate Request. The University Architect, University Engineer, and University Landscape Architect evaluate requests during the BDS Monthly Approval Meeting.
  - The TSG representative, with support from the Requestor and/or subject matter expert (if appropriate), will present the completed BDS Addition/Change Form and address any questions about the request.
  - To be added to a BDS Monthly Approval Meeting, requests must be submitted at least five days before meeting.
7. Post Draft? The University Architect, University Engineer, and University Landscape Architect determine if the request will be posted as a draft for comment.
  - If the University Architect, University Engineer, and University Landscape Architect determine to post the draft request for comments, then move to step 8.
  - If the University Architect, University Engineer, and University Landscape Architect determine not to post the draft request, then move to step 4.
8. Inform Requestor. The BDS Addition/Change Notification form is provided to communicate to the Requestor that the draft request is being posted for comments.
  - Copy this notification to anyone that provided review support (i.e., subject matter expert).
  - This notification should be issued within five business days of the decision to post the draft request for comments.
9. Post Draft. The draft request will be electronically posted on the FOD web site in the appropriate location for the addition/change.
  - The draft request should be posted within five days of the decision to post (step 4).
  - The draft request will be posted for thirty days.
10. Review Comments. Any comments will be appropriately reviewed, clarified, and addressed by the TSG representative.
  - The review of the comments should be completed within twenty days.
11. Complete Request Evaluation. The University Architect, University Engineer, and University Landscape Architect will evaluate the request review comments during the BDS Monthly Approval Meeting.
  - The TSG representative, with support from the Requestor and/or subject matter expert (if appropriate), will present the completed BDS Addition/Change Form focusing on review comments and will address any other questions.
  - To be added to a BDS Monthly Approval Meeting, requests must be submitted at least five days before meeting.
12. Post Change? The University Architect, University Engineer, and University Landscape Architect will determine if the request will be adopted and posted. If the University Architect, University Engineer, and University Landscape Architect determine to adopt and post the request, then move to step 13.
  - a. Notify Requestor. The BDS Addition/Change Notification form is provided to communicate to the Requestor that the request has been denied.
    - Copy this notification to anyone that provided review support (i.e., subject matter expert).
    - This notification should be issued within five business days of the decision to deny the request.



13. Inform Requestor. The BDS Addition/Change Notification form is provided to communicate to the Requestor that the request is being posted for comments.
  - Copy this notification to anyone that provided review support (i.e., subject matter expert).
  - This notification should be issued within five business days of the decision to adopt the request.
14. Post Change. The request will be adopted and electronically posted on the FOD web site in the appropriate location for the addition/change.
  - The adopted request should be posted within five days of the decision to adopt (step 12).
  - The adopted request will not be an official part of the standards until the next edition/revision of the BDS, but it will appear and will be clearly identified.

Note: If an addition/change is determined to be minor or urgent, then the approval process will be adjusted accordingly.

- The determination of minor or urgent and how the request will be addressed is the discretion of the TSG Associate Director.

## Variations/Waivers

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1. Project Manager identifies BDS section to vary/waive. The Project Manager is responsible for initiating variance/waiver requests.
  - Potential variance/waiver requests should be reviewed with the Project Manager's TSG representative.
  - Potential variances/waiver requests should be reviewed by the University Architect, University Engineer, or University Landscape Architect, as appropriate.
2. DoP Approval. The Project Manager shall obtain approval from their Director of Projects (DoP) to submit a variance/waiver request.
  - Requests must be documented via e-mail.
  - If the DoP approves to submit the request, then move to step 3.
  - a. Inform Project Manager. The DoP shall inform the Project Manager, via e-mail, if the variance/waiver request is not approved for submission.
3. Submit Request. The BDS Variance/Waiver Form is utilized by the Project Manager to submit requests.
4. Assign & Track Request. The TSG is assigned the requests and is responsible to track and report on its progress to the University Engineer.
  - The Project Manager's TSG representative will be assigned the request.
  - This assignment should be completed within five days of its receipt.
5. Review Request. The BDS Presentation Checklist is used to ensure a thorough and complete review of the request.
  - The TSG representative is responsible to identify and work with the Project Manager, the appropriate subject matter expert, and any other stakeholder. The BDS Subject Matter Expert List tool is available for use.
  - This review should be completed within ten business days of its receipt.
  - The TSG representative is responsible to properly track and file all appropriate documentation.



6. Present Request. The TSG representative, along with the consensus of the Project Manager and/or subject matter expert, shall determine if the request will be evaluated by the University Architect, University Engineer, and University Landscape Architect.
  - a. Notify Project Manager. If the request is not to advance to the next step, it will be cancelled. The BDS Variance/Waiver Notification is provided to communicate the cancellation to the Project Manager.
    - Copy this notification to anyone that provided review support (i.e., subject matter expert).
    - This notification should be issued within five business days of the decision to cancel the request.
7. Evaluate Request. The University Architect, University Engineer, and University Landscape Architect will evaluate requests during the BDS Monthly Approval Meeting.
  - The TSG representative, with support from the Project Manager and/or subject matter expert (if appropriate), will present the completed BDS Variance/Waiver Form and will address any questions about the request.
  - To be added to a BDS Monthly Approval Meeting, requests must be submitted at least five days before meeting.
8. Grant variance/waiver. The University Architect, University Engineer, and University Landscape Architect will determine if the request will be approved or denied.
  - If the University Architect, University Engineer, and University Landscape Architect determine to adopt and post the request, then move to step 9.
9. Notify Project Manager. The BDS Variance/Waiver Notification form is provided to communicate to the Requestor that the request has been approved or denied.
  - Copy this notification to anyone that provided review support (i.e., subject matter expert).
  - This notification should be issued within five business days of the approved/denied decision.

## **Monthly Approval Meeting**

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The BDS Monthly Approval Meeting will monitor and evaluate additions/changes and variance/waiver requests.

- Required meeting membership
  - University Architect
  - University Engineer
  - University Landscape Architect
  - TSG Director
- Meeting resources
  - TSG staff
  - Project Managers
  - Subject Matter Experts
  - Addition/Change Requestor
  - Other Stakeholders (as determined by the TSG representative)



- Meeting functions
  - Monitor request status
  - Review and evaluate addition/change requests
  - Review and evaluate variance/waiver requests
  - Request additional information from the TSG representative as needed
  - Provide justifications for approval or denial of requests

The BDS Monthly Approval Meeting Agenda is available for use.

## Resources

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For Facilities Operations and Development information, consultation, and support:

- Bo Zhang, zhang.403@osu.edu