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| Ohio State Project Name      |
| Project Address, Location      |
| Project Number      | Date      | Ohio State Project Manager      |
| Design Stage | Maintaining Authority |
| FOD Zone Leader (name & contact info)      | Building Coordinator (name & contact info)      | Department Contact (name & contact info)      |

**Instructions**

The Owner’s Project Requirements (OPR) documents general project background in addition to the university’s goals, expectations, and requirements for the project. It provides an informed baseline, areas of focus for design development and validation of project sustainability requirements as well as alignment with the university’s overall values and goals. The functional requirements of a project and the expectations of the building’s use and operation as it relates to building and systems design are detailed in the OPR. This template contains the basic recommended components and should be adapted to reflect the project’s unique scope including any desired goal(s) to voluntarily exceed any of the requirements of the university’s sustainable design and construction policy (refer to Division 18 of the university’s Building Design Standards).

1. At a minimum, complete Parts 1 and 2, to submit with the project’s budget approval request, and give it to the Design Team before the start of design.
2. Update the OPR at each design stage, including Part 3. Coordinate it with the A/E’s Program of Requirements/Basis of Design. Submit the OPR as part of any University Design Review.
3. The design team will make updates to the OPR throughout the course of project delivery, based on decisions and agreements coordinated with and agreed to by the Owner. Include the OPR in the project’s documentation files at each design stage.

REPLACE the word “Response” with your content.

# Part 1 – Summary (describe the building, addition, renovation)

## 1.1 Functions of the building, addition, space, hi-rise, low-rise.

Response

## 1.2 Use and occupancy classifications.

Response

## 1.3 Project goals, assumptions, limitations.

Response

## 1.4 Donor or sponsor program requirements.

Response

## 1.5 Building and site accessibility, orientation.

Response

## 1.6 Architectural, landscaping, aesthetic goals.

Response

## 1.7 Enabling projects, swing space, swing moves.

Response

## 1.8 Project schedule.

Response

## 1.9 Project budget.

Response

# Part 2 – Sustainability (unique sustainability goals beyond those required by BDS Div. 18) \*Refer to most current Sustainability Applicability Matrix (SAM) for more info

## 2.1 Commissioning (3rd-party, EOR, functional performance testing).

2.1.1 Cx/BECx

Response

2.1.2 CxA Additional Services (energy, water, user experience, LCCA).

Response

## 2.2 Energy Efficiency (determine building types and target EUI, building automation).

Response

## 2.3 Water Use Efficiency (determine building types and target EUI, site use, building use, special features).

Response

## 2.4 Ecosystem Services (pre-assessment, post-assessment, improvement).

Response

## 2.5 Materials (waste management, materials management planning, material sourcing).

Response

## 2.6 User Experience (IAQ, thermal conditions, acoustical performance, daylighting & lighting quality, connection to nature).

Response

## 2.7 LCCA (energy LCCA, water LCCA, materials LCCA).

Response

# Part 3 – Project-Specific Requirements (describe programmatic goals)

## 3.1 Operational assumptions (maximum occupancy on a room-by-room and aggregate basis), occupancy schedules, special activities, building diversity potential future uses, potential future renovations, etc.).

Response

## 3.2 Building and site flexibility and expandability requirements (space capacities, survivability, reliability, redundancy, back-up power, utilities, etc.).

Response

## 3.3 Indoor service and technology requirements (clean room and biosafety lab classifications, fume hood sizes and types, vivarium and environmental room conditions, furniture, marker boards, process water, gases, communications, data, security, card access control, audio/visual, etc.).

Response

## 3.4 Space-by-space design requirements (temperature, humidity, air change rates, room pressurization, sound level limits, light levels, glare limits, vibration criteria, EMF shielding, etc.).

Response

## 3.5 Space-by-space equipment heat loads and utility needs (water, gases, power, data, grounding, etc.).

Response

## 3.6 Anticipated types, classifications, and quantities of hazardous materials to be contained in the building.

Response

## 3.7 Architectural, mechanical, and electrical systems operation and maintenance expectations. Occupants and Maintenance training requirements.

Response

## 3.8 HVAC, lighting, audio/visual controls expectations.

Response

## 3.9 Sole-sourced systems and equipment.

Response

## 3.10 Owner-furnished and -installed equipment.

Response