BYU INSTRUCTIONS TO ARCHITECTS AND ENGINEERS:
FACILITY PROGRAM REQUIREMENTS

CHANGES TO THIS SECTION:

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<th>REVISION DATE</th>
<th>SUMMARY OF CHANGES</th>
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<td>10/11/2010</td>
<td>Including interior shafts, ducts as sq ft (Page 2, paragraph 1.3I)</td>
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1.0 FACILITIES PROGRAMS

A. A facilities program is prepared for all major construction projects to provide the architect and engineers a written definition of a project. It is prepared by an ad hoc building committee, composed of people who will use the building, and a representative of the BYU Facilities Planning Department, or the Owner.

B. The program states the justification for the project, summarizes recommended room sizes, describes special requirements and provides a room-by-room description of facility needs.

C. For some projects, a trip to other campuses or related facilities may be authorized for the study of buildings of similar function. If a trip is authorized, it will be taken before the building program is finalized, but after the architect is selected so that he too may go. Photographs and notes will be taken at each facility visited.

D. Deviations from the program requirements must have the approval of the owner's representative before the work proceeds.

1.1 Calculation of Building Floor Areas

A. In the preparation of plans in all phases of the project--schematic, design development and construction drawings--the architect is expected to make each room and facility conform reasonably well to the footages listed in the building program. Strict compliance with the total gross square footage of the building listed in the program is mandatory.

B. The architectural standards that are used during the design process are based on AIA guidelines and standards of the industry. The management of square footage following the completion of the structure is based on “Postsecondary Education Facilities Inventory and Classification Manual (FICM)” guidelines. Some differences occur between the two guidelines, and square footage reported during the design of a structure and the final square footage used for space management purposes may be in conflict. This document recognizes these differences and though every effort should be made to make the reports compatible, differences will occur. For purposes of CES management of square footage, the Gross Square Footage Guidelines contained herein should be used for square footage reporting.

1.2 Gross Square Footage of Buildings (GSF)

A. Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, for circulation and shaft areas that connect one floor to another. (FICM, 2006).

B. Basis for Measurement: Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior wall, disregarding cornices, pilasters, buttresses, etc., that extend beyond the wall faces. Exclude areas having less than a 3-foot
clear ceiling height unless the criteria of a separate [minor] structure are met. (FICM, 2006).

C. \( GSF = \text{Net Assignable Area} + \text{Net Un-assignable Area} + \text{Structural Space} \)

1.3 Standards for Counting Building GSF

A. Docks: Include all docks in gross and net square footage whether covered or not. A room number should be assigned.

B. Stairwells: Do not include outside stairwells (even if covered). Outside stairwells are only included if they provide the primary access to the building, such as the Housing areas.

C. Entryways: Do not include covered entryways or any covered driveway or walkway such as the walkway. Do not include uncovered, walled entryways. Include covered walkways when they are the only access to the building.

D. Exterior Balconies: Exterior balconies are only included in gross and net square footage in housing areas where they are part of the usable living space.

E. Roof Decks: Do not include any roof deck areas, incidental to building design and construction, whether they are accessible and have guard rails or not.

F. Patios: Do not include patios, whether covered or not. Patios may be counted as facilities if they meet the facility definition.

G. Columns & Wing Walls: Do not include columns, wing walls, space within wing walls or structural members that project out from the face of an exterior wall.

H. Air Intakes: Do not include air intakes, even if they are accessible through normal means.

I. Interior Shafts, Ducts & Stairways: Include interior shafts, ducts and stairways on each floor through which they pass.

J. Sheds, Storage Containers & Cargo trailers: Do not include sheds, storage containers and cargo trailers designed to be temporary and relocated easily (without disassembly) that may be roofed and enclosed, without a permanent foundation and without utility connections; these structures are counted as equipment.

K. Parking Structures: Do not include parking structures; these structures may be counted as facilities. Enclosed areas within parking structures (rooms) shall be counted, if it supports the building, as net and gross square footage of buildings that they serve.
1.4 Net Assignable Floor Area

A. The standard net assignable area is that portion of the area, which is available for assignment or use by an occupant, including every type of space usable by the occupant. Net assignable area is determined by taking the square footage inside of walls (wall to wall) of assignable area rooms. Included should be space subdivisions for occupant use; i.e., offices, file rooms, office storage rooms, classrooms, laboratories, etc. Deductions should not be made for columns and projections necessary to the building or for movable or partial height partitions subdividing spaces.