

## Introduction

The facilities at the University of Maryland, College Park (UMD) and the Client Institutions (CI) of the University System of Maryland are maintained by their respective office of Facilities Management (FM). Each office of Facilities Management is concerned about the functional aspects of their campus buildings and grounds.

The goal of management is to take ownership of buildings and equipment that are low to maintain, energy efficient, and provide facilities that are good value for the University with regard to life cycle costs as well as initial construction cost. It is not intended that this document titled “DCFS” limit the creative aspect of design; however, it is intended to bring about a standardization of certain aspects in all campus facilities.

## Application

This document shall be applied to all new construction and building renovation projects on the College Park Campus, regardless if it is managed by the Department of Planning and Construction or for projects on the campuses of Client Institutions. The Design Criteria/Facility Standards provides a set of guidelines to be used throughout all phases of design from concept to schematic design through construction and final bid documents. As “guidelines” the DCFS manual is not intended to replace applicable building code requirements. Similarly, this document is not intended to replace standard campus practices that may not be consistent with the guidelines presented.

If there is a need to deviate from the DCFS, for other than code compliance, a Request for Deviation form shall be completed by the design team and forwarded to the University’s Project Manager. The Directors of Planning and Construction shall grant such exceptions which they feel are in the best interest of the project. In addition, the Director of Operations and Maintenance shall review and approve proposed changes that may affect building operational performance.

## Goals

As the flagship campus of the University System of Maryland, the University of Maryland College Park embraces its leadership role in the practice of environmental stewardship while supporting its mission of an outstanding teaching and world-class public research institution.

Through its:

- Strategic Plan: <https://strategicplan.umd.edu/> and
- Facilities Master Plan: <https://facilities.umd.edu/facilities-master-plan>

The campus has established a number of initiatives to promote itself as an outstanding Green Campus while also addressing such equally important initiatives as sustainability, energy conservation, and holding new construction and major building renovations to stringent Leadership in Energy and Environmental Design (LEED) standards.

New construction and building renovations face the challenge of balancing the need to provide modern state-of-the-art teaching, research and office space while preserving and enhancing the architectural heritage of the campus’ built and natural environment. In concert with the Facilities Master Plan, projects on campus shall develop open spaces, gathering places, vistas of green lawn and trees and groupings of buildings that promote a sense of community.

The following goals shall be applied to new construction, building renovations, and changes to the campus landscape at College Park:

- Preserve the architectural heritage of the campus
- Promote a sense of community
- Strive toward environmental sustainability beyond standard regulatory compliance
- Achieve LEED Silver rating (minimum) for new construction and major building renovations

- For projects where achieving the LEED rating is not feasible, incorporate LEED design criteria to the maximum extent possible
- Preserve the historically significant resources
- Protect and improve indoor and outdoor air quality and minimize atmospheric pollution
- Protect and improve outdoor and indoor light quality and minimize atmospheric light pollution
- Minimize water use and discharges, improve discharge water quality, and promote water reuse
- Reduce energy consumption/promote energy efficiency/promote renewable forms of energy

While these goals are specifically incorporated into the Strategic Plan, and Facilities Master Plan for the College Park campus, they are just as important for the Client Institutions serviced by the University of Maryland, College Park Service Center (Department of Capital Projects). As such, they should also be applied to projects at Client Institutions to the maximum extent possible.

## **Format**

These guidelines and standards, for the most part are organized in the Construction Specifications Institute's (CSI) format, with an attempt to align itself to the master format list of section names. Only sections for which the University has guidelines or standards have been included; other guidelines and standards will be added as the need arises. When a section follows the master format list of section names and numbering system, and when a project specification manual is required for a project, the designer must utilize them as presented. The designer may add to the CSI format specifications provided in this document, but shall not reduce or remove the requirements listed in the specifications.

The designer may receive other UMD documents (referenced herein) or CI (Client Institution) documents. This Manual is not intended to dilute or contradict other UMD/CI standards. Any conflicting information shall be brought to the attention of the UMD Project Manager, Planning and Construction or the Facilities Management project representative for clarification/resolution.

## **Correction/Updates**

Supplements in the form of section modifications or replacements are published periodically and incorporated in the DCFS manual via the FM web site. After any annual edition issued, those sections that have been either added or modified will be identified in bold under a revised Table of Contents followed by the revision date in parentheses. That same revision date will also be highlighted under the "Effective Date" caption within the respective sections.