

UNIVERSITY OF NEBRASKA
CAPITAL PLANNING and DEVELOPMENT
ARCHITECTURAL PROGRAM PROCEDURES

UNFP 6.3.6.2

I. Reference and Application

- A. On November 7, 2008, the Nebraska Board of Regents approved a policy for Capital Planning and Development.
- B. Application: The procedures apply to all Board approved capital projects.

II. Objectives and Limitations

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) Capital Planning and Development and provide the foundation for efficient and successful design of high-performance buildings.

University of Nebraska goals for Architectural Programming include:

- A. Involve interested parties in the definition of the scope of work prior to the design effort.
- B. Gather and analyze data early in the process so that the design is based upon sound decisions.
- C. Achieve efficiencies by avoiding redesign as requirements emerge during architectural design.

III. Definitions

The Architectural Program process is defined as the research and decision making process that identifies the scope of work to be designed. In this context it is synonymous with 'facility programming' and 'scoping'.

IV. Procedure

- A. Programming is based on in-depth discussion with all identified building users and detailed analysis of standards and guidelines. Completed programs must fully follow the Program Statement Template (UNFP 6.3.6.3.1) and explain and document the following minimum requirements.
- B. UNFP 6.3.6.2.c.2 Supporting Documentation Template is provided to develop the Program Statement as applicable. The following worksheets are located in the Template:
 - a. Sections 2.A and 5.C – Worksheets 2.A Enrollment Statistics, and Worksheet 5.C – Utilization of Existing Space. Obtain relevant enrollment data from the office of the Chief Facilities Officer.
 - b. Section 2.B – Worksheet 2.B – Total Cost of Ownership

- c. Section 5.B – Worksheet 5.B – Existing Facilities
- d. Section 6.B.1 – Worksheet 6.B.1 Basis for Space Requirements & Summary. UNFP Space Guidelines for Space Use Codes and Space Assignment, 2018.
- e. Section 7.B – Worksheet 7.B – Furniture & Equipment
- f. Section 8.G – Worksheet 8.G - 1 percent for Art Budget Verification. And, UNFP 6.5.2.1 – Acquiring Works of Art for Construction Projects Procedures.
- g. Section 9.B – Worksheet 9.B – Total Project Cost Detail.