PRE-DESIGN – PROGRAM VERIFICATION CHECKLIST

Check off each item that is included within the submitted Program Verification checklist. Provide a written explanation for any omissions.

EXECUTIVE SUMMARY
☐ Project name
☐ Departmental Participant List
☐ Executive Approvals
☐ Project Description/Narrative
☐ Project Justification

PROJECT VISION & GOALS
☐ Aspirations of the Project

SITE DEVELOPMENT
☐ Site Introduction (including relationship to campus masterplan)
☐ Site Location/Orientation
☐ Site Circulation/Connectivity
☐ Site Utility Locations, Tie-in Information & Related Infrastructure Improvements
☐ Storm Water Management
☐ Parking – Impacts to Existing Parking or Project Special Needs

DESIGN PARAMETERS
☐ UH Design Guidelines
☐ UH CAD Standards
☐ UH Master Specifications
☐ Owner’s Project Requirements

SPACE REQUIREMENTS
☐ Building Summary Space List
☐ Total Assignable and Gross Square Footage
☐ Efficiency Factors Used
☐ THECB Efficiency and Space Inventory Code Requirements
☐ University Required Non-assignable Spaces
☐ Food Services Spaces – Auxiliary Services Space Approval
☐ Adjacency Diagrams
☐ Building Stacking Diagrams
☐ Room Data Sheets
☐ Test Fits for Non-typical or Specialty Spaces
PRELIMINARY COST ESTIMATE IN CSI FORMAT
☐ Construction Cost Limitation (CCL) Provided by 3rd Party Estimator
☐ Soft Costs (Percentage Provided by UH)
☐ FF&E Allowance (Provided by UH)
☐ Escalation to Mid-point of Anticipated Construction
☐ Total Project Cost (TPC)

PRELIMINARY PROJECT SCHEDULE
☐ Anticipated Project Schedule/Occupancy Date

VARIANCE MANAGEMENT
☐ Proposed Variances, if any, Identified and Submitted

I confirm that the above minimum requirements are provided within the Program Verification submittal, or that I have provided an explanation for any omissions.

__________________________________________________________  ______________
Signature                                                                                   Date

____________________________________________________________________________
Printed Name

- END OF PRE-DESIGN PROGRAM VERIFICATION CHECKLIST -