



.1 Introduction

The Construction Standards presented in this volume are issued as an instrument of implementing the University's policies and achieving its goals in relation to a functional, sustainable and aesthetically pleasing built environment.

Throughout this document, the terms "University of Victoria", "University", "UVic" and "Owner" shall be understood as identifying the same institution.

.2 University Construction Standards

The Standards are addressed to the Architects, Engineers and other professionals providing consulting services to the University.

The Standards have been produced to provide maximum value to the University (defined as the balance between capital construction cost and long-term operational and maintenance costs), through uniformity, compatibility, functionality, durability and quality.

.3 Use of University Construction Standards

- .1 The Standards shall be incorporated in the design and construction documentation for all new or renovation building projects.
- .2 The Standards address only issues and items particular to the University of Victoria and thus rely on the Consultants' professional competence for compliance with all applicable codes and industry standards. The Standards are not contract specifications. It is Consultants' responsibility to produce complete and coordinated specifications.
- .3 The Standards are intended to provide general direction to design professionals but do not intend to replace or inhibit their design, technical creativity or judgment.
- .4 The Standards may be superseded by particular requirements of a space, a user, or authorities having jurisdiction. Therefore, the Standards shall be implemented with the assumption that statements such as "unless noted otherwise", "except particular project requirements", etc. apply throughout. A justified deviation from Standards' provisions may be considered, as authorized in writing by the Project Officer.

.4 University Departments

During the course of a project, the following departments, units and individuals are instrumental in managing the project to provide information, reviews, comments, decisions and approvals.

- .1 Facilities Management (FMGT): the University department that manages construction projects, operates and maintains facilities and grounds.
- .2 Designated Officer or Project Officer: the individual assigned to manage a project. The Designated Officer or Project Officer is the main contact and typically represents the University for all regular communications and contractual issues, including communication within UVic departments and FMGT units.
- .3 Director, Capital Development: As the overall design and consulting services authority, provides direction for design, sustainability and contractual issues; reviews finishes and colours, etc.
- .4 Director, UVic Planning and Sustainability: Provides review of sustainability, site planning and design, and variance issues.
- .5 Facilities Interior Planning and Logistics (FM-IPL): Provides review of interior planning, finishes and colours.
- .6 Accessibility Coordinator (FM-AC): Provides review of accessibility items.
- .7 Safety Coordinator (FM-SC) – Provides review WorkerSafe and other General Safety concerns.
- .8 Waste Reduction Coordinator (FM-WRC): Provides input on Waste Reduction.
- .9 Facilities Management Grounds (FMGR): Represents the University for landscape related technical issues and practices.
- .10 Janitorial (FMJA): review of finishes, washroom accessories and miscellaneous items.



.11 FMGT Shops – review and comment on issues of their specialty:

- .1 FMCA = Carpentry Shop
- .2 FMPPA = Paint Shop
- .3 FMME = Mechanical Shop
- .4 FMPL = Plumbing Shop
- .5 FMEL = Electrical Shop

.5 General Project Procedures

- .1 All project communication with the University shall be conducted through the Designated Officer or Project Officer.
- .2 The University project number must appear on all documents and correspondence.
- .3 The University of Victoria is under the jurisdiction of both the District of Oak Bay and the District of Saanich. Ensure documents comply with the bylaws of the applicable jurisdiction.
- .4 The boundaries of the Project Site are to be clearly defined within the documents. The Contractor's Use of Site shall be primarily limited to the defined Project Site.

.6 University Review

- .1 During a given project, the University reviews the Consultant's design and construction documents at pre-established milestones. The University's reviewers may include (but are not limited to) the Designated Officer, User Groups, and other FMGT Units and individuals. The Project Officer will coordinate University's review activities, and provide resulting comments back to the Consultant for consideration.
- .2 The University's review is undertaken to assess the satisfaction of Client requirements and the Project's general compliance with the Program of Requirements and University Design and Construction Standards. The University's reviews are not design, technical, and/or coordination checks. It is the Consultant's responsibility produce complete and well-coordinated final documents.

.7 UVic Legal Description

All University projects located on campus shall use the following Legal Description:
Parcel Identifier (PID) 018-583-890 and Legal Description: Lot 1, Sections 31, 44, 45, 71 and 72, Victoria District, Registered Plan Number: VIP 57957.

.8 BC Government Policies

Procurement, building design and product selection shall conform to the following policies:

- .1 The New West Partnership Trade Agreement – (NWPTA)
- .2 Wood First Policy:
 - .1 Whenever possible, consider extensive use of wood with design solutions, including exterior assemblies protected from weather, such as soffits, supporting elements under canopies, etc.
 - .2 The use of Beetle Kill Pine lumber is considered desirable for projects.

.9 Contract Documents

- .1 For addition and/or renovation projects, the University will provide the base floor plans of the existing building in AutoCAD format. As-built information will be provided as it is available.
- .2 **SI Metric Units**
 - .1 All University projects shall be designed and annotated (drawings, specifications, shop drawings, manuals, as-built documents, etc.) in SI Metric Units.
- .3 **Drawings**



- .1 Drawings shall include the following information:
 - .1 BC Building Code analysis.
 - .2 Identification of all new and/or existing fire separations and make-up of rated assemblies.
- .4 **Specifications**
 - .1 Use long-form specifications in 8 ½" x 11" (letter) size booklet format whenever possible..
 - .2 Specifications on drawings are only acceptable for the smallest projects, and with prior approval from the Project Officer.

.10 Acceptable Products / Manufacturers and Equivalents

- .1 In accordance with applicable Provincial and Federal Government legislation (The New West Partnership Trade Agreement - NWPTA), specify a minimum of three (3) equivalent products, of different manufacturers, compliant with UVic Standards, for each section of the Work, except:
 - .1 Items identified in UVic Standards as "alternates not acceptable" or similar statement.
 - .2 Where mandatory to match existing, or be compatible with other campus installations.
 - .3 Highly specialized items that require one particular product.
- .2 Unless otherwise noted, all listed products shall allow the substitution of a product with an approved equivalent.
- .3 Process and procedures for equivalency and substitution approval:
 - .1 Upon receipt of a request for a product substitution, from Contractor or Manufacturer, the Consultant shall undertake all necessary research to establish if the proposed product is a true equivalent of the specified product
 - .2 Provide a letter to FMGT, stating their recommendation for approval.
 - .3 FMGT will review the Consultant's recommendation and will advise the Consultant of approval or rejection.
 - .4 The University will not review any product without a clear written assessment of equivalency and recommendation of approval from Consultant.

.11 Work Not In Contract (NIC)

- .1 Refer to items that are not part of the construction contract as "NIC".
- .2 Typically, the following items are Not in Contract (NIC):
 - .1 Paper towel holders, toilet paper dispensers, soap dispensers, waste receptacles. All concealed blocking and backing for the above items must be provided.
 - .2 Furniture (except for built-in furnishings)
 - .3 Vending machines