

KUTZTOWN UNIVERSITY

DESIGN GUIDELINES

INTRODUCTION

This manual has been developed as a guide for Design Professionals commissioned to design new construction or alterations to buildings and related facilities for Kutztown University. It has been prepared in order to set forth those standards and procedures that the University has found to be most appropriate, and to indicate the University's preferences regarding materials used in the construction of its facilities and improvements to its campus grounds. This manual shall also apply to the University's in-house construction, maintenance, and repair projects.

Since this manual is a guide, nothing in it is intended to be so final that variation therefrom will not be considered and approved if it is in the best interest of the University to do so. A listing of certain manufacturers does not mean that all other manufacturers are to be excluded, unless otherwise indicated. It is the responsibility of the Design Professional to design a building with the best life cycle cost possible, within constraints of budget, and the University does not wish to handicap the Design Professional's efforts by insistence on rigid adherence to inflexible requirements. However, intended variations from the Design Guidelines in this Manual must be brought to the attention of the University for specific written approvals, and shall be supported by data indicating cost savings, increased life expectancy, better technology, or aesthetic value.

Unless otherwise stated in the Guidelines or otherwise directed by the University, where manufacturers are listed in the specifications, at least two manufacturers shall be named. Where a preferred manufacturer is listed in these Design Guidelines, that manufacturer shall be included as the first choice in the list given in the specifications and identified as the Basis of Design. Do not add to the list of acceptable manufacturers given in these guidelines unless approved by the University Facilities Department. In cases where only one manufacturer is given, additional manufacturer(s) may be added after approval by the Facilities Department.

Technical requirements for materials and methods of construction are arranged according to the 16-Division Specification Format of the Construction Specifications Institute (CSI), and include the areas in which the University requires certain minimal standards in the selection of materials and the quality of workmanship. When the manual does not address a particular material or assembly, no standards have been developed by the University. In all cases, the Design Professional shall use his or her professional judgment, and, when such judgment indicates materials or methods contrary to information found in this Manual, the Design Professional shall discuss these items with the University's Project Manager for the project.