

## PREFACE

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This design standards manual has been developed as a guideline for Architects and Engineers, as well as anyone who is commissioned to design, renovate, and otherwise alter buildings and related facilities for Rutgers, The State University of New Jersey. It has been prepared in order to clarify those procedures and standards that the University has found to be most workable, to indicate Rutgers' preferences on certain materials used in construction of their facilities, and to answer the miscellaneous questions that arise on many building projects. It both supplements and complements the requirements of the Owner-Consultant Agreement and should be considered as a fundamental part of the program provided for each individual project.

Whenever the term "A/E" is used, it shall apply equally to the Architect and/or Engineer. Many of the recipients of this manual will have performed work previously for Rutgers. We beg their indulgence in suffering through a great deal of written material with which they may already be familiar. To the new design firms, we say "Welcome," and express our hope that the material contained herein will greatly simplify their work.

This manual is presented on the Rutgers University website at:  
<https://ipo.rutgers.edu/pdd/resources/university-design-standards>.

Flexibility is inherent in certain of the requirements, and changes will be made when necessary. It will be the A/E's responsibility to ascertain that they are referring to the most current version of the design standards. For this purpose, all pages have been dated and the Design Standards Revision Summary has description of the document revisions.

This manual contains both recommendations and mandatory provisions. Mandatory provisions distinguished by the words "shall" or "must". However, except for those items which must comply with legal requirements, local codes, etc., nothing in this manual 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. It is the responsibility of the A/E to produce the best life cycle cost building possible, within constraints of budget. The University does not wish to handicap their efforts by insistence on blind adherence to inflexible requirements. However, intended variations must be brought to the attention of the University for specific written approval. Otherwise, the A/E will be held responsible for any additional costs resulting from failure to comply with the mandatory requirements of this manual.

A sincere attempt has been made to establish performance standards rather than specification standards wherever practical. The manual is not intended to be a "master specification" and therefore, in most cases, the language in this manual will need modification before it is included in the project specifications.

The temptation to underline words or phrases for emphasis has been resisted. In a guideline of this type, some items must be more important than others, but all, we believe, are noteworthy.

The basic philosophy has been to include only those details and procedures that will make

complex and delicately meshed operation simpler and more productive. The ideas contained herein will be helpful, but these are only the raw material from which the imagination and skill of the A/E will create buildings that can make a significant contribution to the fulfillment of the University's objectives. Initiative, resourcefulness, and creative ingenuity cannot be prescribed between the covers of a book.

The text of the manual is arranged in five parts as indicated below. Although there will, of necessity, be some overlapping of information between Parts, this arrangement provides the most logical organization of subject matter.

These standards apply to all campuses unless directed otherwise by the University Architect.

## **Part 1 – General Administrative Procedures**

Defines the administrative procedures which the A/E must follow in working with the University. It is anticipated that these procedures will establish a smooth operating relationship throughout the entire planning and construction process.

## **Part 2 – Bidding Documents**

Provides an overview view of the bidding documents requirements and procedures.

## **Part 3 – Technical Specification Standards**

Discusses design considerations, special documentation requirements and technical requirements of materials and methods of construction. It is arranged on the basis of the 49 Divisions of the MasterFormat 2018 Edition to include the areas in which the University requires certain minimal standards in the design, documentation and selection of materials and quality of workmanship. When this manual is silent on a particular material, no standards have been developed by the University. In all cases, the A/E is to use their professional judgment and, where such judgment indicates design, documentation, material or methods contrary to information found in this manual, the A/E should discuss these areas with the Project Manager (PM) in charge of their project. A/E shall not proceed with deviations from the requirements of this manual without written approval from the University.

## **Part 4 – Design Details**

Establishes standard details. These details are typical standards established by the University and are included to assist the A/E in preparing drawings that are acceptable and uniform for all projects.

## **Part 5 - Appendix**

Additional information for items not covered elsewhere in the Design Standards.