

## PREFACE

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This 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-Architect Agreement, and should be considered as a fundamental part of the Program provided for each individual project.

Whenever the term "Architect" is used, it shall apply equally to "Engineer and Architect/Engineer (A/E)." 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 Internet at <http://facilities.rutgers.edu/facdesign/Designstds/design.htm> and in loose-leaf form in order to permit periodic updating. Flexibility is inherent in certain of the requirements, and changes will be made when necessary. It will be the Architect or Engineer's responsibility to ascertain that his manual is up to date. For this purpose, all pages have been dated.

This manual contains both recommendations and mandatory provisions. Mandatory provisions are 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 there from will not be considered and approved if it is in the best interest of the University to do so. It is the responsibility of Architects and Engineers to produce the best life cycle cost building possible, within constraints of budget, and 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, Architects and Engineers 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 rather than specification standards wherever this has been 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 a 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 Architects and Engineers 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 four 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.

### **Part I -**

Define the administrative procedures which Architects and Engineers must follow in working with the University. It is anticipated that this statement of procedures will establish a smooth operating relationship throughout the entire planning and construction process.

### **Part II -**

Outlines the format which should be used in assembling the project manual.

### **Part III -**

Discusses design considerations, special documentation requirements and technical requirements of materials and methods of construction. It is arranged on the basis of the CSI 16 - Division Specification Format to include all of 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 Architect or Engineer is to use his / her professional judgment, and, where such judgment indicates design, documentation, material or methods contrary to information found in this manual, the Architect or Engineer should discuss these areas with the Project Manager in charge of their project. The Architect or Engineer shall not proceed with deviations from the requirements of this manual without written approval from the "University."

## Part IV -

Establishes standard details. These details are typical standards established by the University and are included to assist Architects and Engineers in preparing Drawings that are acceptable and uniform for all projects.

### Revisions:

Preface		June
2002		
Part I	General Administrative Procedures	June 2002
Part II	Bidding Documents	June 2002
Part III	Technical Requirements of Materials & Methods of Construction	June 2002
Part III - Division 2	Sitework	June 2002
Part III - Division 3	Concrete	August 2000
Part III - Division 4	Masonry	June 2002
Part III - Division 5	Metals	August 2000
Part III - Division 6	Woods and Plastics	August 2000
Part III - Division 7	Thermal and Moisture Protection	June 2002
Part III - Division 8	Doors and Windows	August 2000
Part III - Division 9	Finishes	June 2002
Part III - Division 10	Specialties	June 2002
Part III - Division 11	Equipment	August 2000
Part III - Division 12	Furnishings	June 2002
Part III - Division 13	Special Construction	August 2000
Part III - Division 14	Conveying Systems	August 2000
Part III - Division 15	Mechanical	June 2002
Part III - Division 16	Electrical	June 2002
Part IV - Details		August 2000