



WMU Design Guidelines Instructions: These guidelines are to be used by the Design Professional to inform the design process and outline WMU-specific desires for University projects. Text appearing in blue indicates a WMU design guideline which must be met for all campus projects unless approved in writing by the University. Blue text that is struck out indicates products or practices that are **not** acceptable, and shall not be included unless similarly approved. Any text remaining in black is to be edited by the Design Professional as part of the normal specifications-writing process. Guidelines language shall be included in the project specifications and their intent incorporated into the drawings.

SECTION 01 1000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Purchase contracts.
8. Owner-furnished products.
9. Contractor-furnished, Owner-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and Drawing conventions.
14. Miscellaneous provisions.

1.2 PROJECT INFORMATION

A. Project Identification: **<Insert Project identifier such as Project name and number>**.

1. Project Location: **<Insert Project location (street address, city, and state)>**.

B. Owner: **<Insert name and address of Owner>**.

1. Owner's Representative: **<Insert name and contact information for Owner's representative>**.

C. Architect: **<Insert name and contact information for Architect>**.

D. Architect's Consultants: Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. **<Insert title of design discipline>**: **<Insert name and contact information for consultant>**.



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- E. Other Owner Consultants: Owner has retained the following design professionals who have prepared designated portions of the Contract Documents:
1. **<Insert title of design discipline>**: **<Insert name and contact information for consultant>**. **<Insert title of design discipline>** has prepared the following portions of the Contract Documents:
 - a. **<Insert description of scope of service for other Owner consultant>**.
- F. Contractor: **<Insert name and contact information for Contractor>** has been engaged as Contractor for this Project.
- G. Construction Manager: **<Insert name and contact information for Construction Manager>**.
1. Construction Manager has been engaged for this Project to serve as an advisor to Owner and to provide assistance in administering the Contract for construction between Owner and **[each]** Contractor, according to a separate contract between Owner and Construction Manager.
 - a. Construction Manager also serves as Project coordinator as defined in Section 01 1200 "Multiple Contract Summary."
 2. Construction Manager for this Project is Project's constructor. The terms "Construction Manager" and "Contractor" are synonymous.
- H. Design-Builder: **<Insert name and contact information for Design-Builder>**.
1. Design-Builder has been engaged for this Project to provide architectural and engineering services and to serve as Project's constructor. The terms "Design-Builder" and "Contractor" are synonymous.
- I. Project Coordinator for Multiple Contracts: **<Insert name and contact information for Project coordinator>** has been engaged by Owner to serve as Project coordinator.
- J. Project Coordinator for Multiple Contracts: Owner shall serve as Project coordinator.
- K. Project Mechanical/Electrical Coordinator for Multiple Contracts:
1. **<Insert name and contact information for mechanical/electrical Project coordinator>** has been engaged by Owner to serve as Project coordinator.
 2. **[HVAC Contractor] [Electrical Contractor] [Plumbing Contractor] [Construction Manager] <Insert entity>** shall act as mechanical/electrical coordinator.
- L. **Web-Based Project Software: Project software administered by ~~[Architect]~~ [Owner] [Construction Manager] [Contractor] will be used for purposes of managing communication and documents during the construction stage.**

Designer Note: Design Professional should refer to Section 01 3100 for additional requirements for the web-based project software.

1. See Section 01 3100 "Project Management and Coordination." for requirements for **[establishing] [administering] [and]** using web-based Project software.



1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
 - 1. **<Insert a brief description of Project indicating the size, code classification for occupancy and construction type, and general description of major building assemblies>** and other Work indicated in the Contract Documents.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.
 - 2. Project will be constructed under coordinated, concurrent multiple contracts. See Section 01 1200 "Multiple Contract Summary" for a description of work included under each of the multiple contracts and for the responsibilities of Project coordinator. Contracts for this Project include the following:
 - a. **<Insert name of the Contract>**.

1.4 PHASED CONSTRUCTION

- A. The Work shall be conducted in **<Insert number>** phases, with each phase substantially complete as indicated.
 - 1. Phase **<Insert designation>**: **<Briefly describe work of this phase>** Work of this phase shall commence [**within <Insert number of days> after the Notice to Proceed**] [**by <Insert date>**] and be substantially complete and ready for occupancy [**within <Insert number of days>**] [**after the Notice to Proceed**] [**after commencement of construction of this phase**] [**by <Insert date>**].
 - 2. Phase **<Insert designation>**: The remaining Work shall be substantially complete and ready for occupancy at time of Substantial Completion for the Work.
- B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates, [**and move-out and -in dates of Owner's personnel**] for all phases of the Work.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.
 - 1. **<Insert a brief description of work performed by Owner>**.
- C. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with Work under this Contract.
 - 1. **<Insert a brief description of work performed by Owner>**.



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- D. Subsequent Work: Owner will perform the following additional work at site after Substantial Completion. Completion of that work will depend on successful completion of preparatory Work under this Contract.

- 1. **<Insert a brief description of work performed by Owner>.**

1.6 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

- B. Preceding Work: Owner **[has awarded]** **[will award]** separate contract(s) for the following construction operations at Project site. Those operations are scheduled to be substantially complete before Work under this Contract begins.

- 1. **<Insert name of the Contract>: To <Insert name of separate Contractor> [to] [for] <Insert a brief description of work performed under separate contract>.**

- C. Concurrent Work: Owner **[has awarded]** **[will award]** **[and will assign to Contractor]** separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

- 1. **<Insert name of the Contract>: To <Insert name of separate Contractor> [to] [for] <Insert a brief description of work performed under separate contract>.**

- D. Subsequent Work: Owner **[has awarded]** **[will award]** separate contract(s) for the following additional work to be performed at site following Substantial Completion. Completion of that work will depend on successful completion of preparatory Work under this Contract.

- 1. **<Insert name of the Contract>: To <Insert name of separate Contractor> [to] [for] <Insert a brief description of work performed under separate contract>.**

1.7 FUTURE WORK

- A. The Contract Documents include requirements that will allow Owner to carry out future work following completion of this Project; provide for the following future work:

- 1. **<Insert description of future work requiring consideration during construction of the Work of this Contract>.**

1.8 PURCHASE CONTRACTS

Designer Note: WMU has contracts in place with certain suppliers and may choose to utilize those on projects. Designer to facilitate a discussion with WMU during the design phases of the project to ascertain whether contracts have been/will be negotiated and utilized for the work.

- A. General: Owner has negotiated Purchase contracts with suppliers of material and equipment to be incorporated into the Work. Owner will assign these Purchase contracts to Contractor.



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Include costs for purchasing, receiving, handling, storage if required, and installation of material and equipment in the Contract Sum unless otherwise indicated.

1. Contractor's responsibilities are same as if Contractor had negotiated Purchase contracts, including responsibility to renegotiate purchase and to execute final purchasing agreements.

B. Purchase Contracts Information:

1. **<Insert product name>**: See Section **<Insert Section number>** "**<Insert Section title>**."
 - a. Purchase Contract Firm and Representative: **<Insert name and contact information for Purchase contract firm and representative>**.
 - b. Purchase Contract Scope: **[Furnishing material] [Material and installation labor] <Insert description of contract>**.
 - c. Purchase Status: **[Price negotiated by Owner, to be incorporated into the Contract Sum by Contractor; see Section 01 2100 "Allowances" for cash allowance for Purchase contract] [Price negotiated and incorporated into the Contract Sum by Contractor] [Product reserved by Owner] [Order placed and deposit paid by Owner] [Order to be placed by Contractor] <Insert description of status of Purchase contract>**.
 - d. Quantity: **<Insert quantity ordered>**.
 - e. Other Requirements: **<Insert special requirements>**.

1.9 OWNER-FURNISHED PRODUCTS

Designer Note: The Design Professional shall facilitate a conversation with WMU regarding Owner-furnished items during the design phases of the project, and will be responsible for coordinating these items with the design documents.

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products **[and making building services connections]**.
- B. Owner-Furnished Products:
 1. **<Insert description, in separate subparagraphs, for each Owner-furnished product>**.

1.10 CONTRACTOR-FURNISHED, OWNER-INSTALLED PRODUCTS

Designer Note: The Design Professional shall facilitate a conversation with WMU regarding Contractor-furnished, Owner-installed items during the design phases of the project, and will be responsible for coordinating these items with the design documents.

- A. Contractor shall furnish products indicated. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.
- B. Contractor-Furnished, Owner-Installed Products:



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1. <Insert description, in separate subparagraphs, for each Contractor-furnished, Owner-installed product>.

1.11 ACCESS TO SITE

Designer Note: The Design Professional shall facilitate a discussion with the University during the design phases of the project regarding the specifics of site access and use. Discussion will include parking, site logistics, temporary signage, pedestrian access, utility impacts, existing building use, safety measures, etc.

- A. General: **[Each]** Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. General: **[Each]** Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- C. Use of Site: Limit use of Project site to **[Work in areas] [areas within the Contract limits]** indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Limits: Confine construction operations to **<Insert description of areas where work is permitted>**.

Designer Note: For projects seeking LEED certification, include sustainable design submittals as required.

2. <Double click to insert sustainable design text for site disturbance.>
3. Driveways, Walkways and Entrances: Keep driveways, **[parking garage,] [loading areas,]** and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- E. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.12 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and **[existing] [adjacent]** building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.



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1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 2. Notify Owner not less than [72] <Insert number> hours in advance of activities that will affect Owner's operations.
- B. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 2. Provide not less than [72] <Insert number> hours' notice to Owner of activities that will affect Owner's operations.
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
 3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.13 WORK RESTRICTIONS

Designer Note: The Design Professional shall engage the University in a conversation around work restrictions during the design phases of the project, which are influenced by the academic calendar, building use, etc.

- A. Work Restrictions, General: Comply with restrictions on construction operations.
1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of <Insert time> a.m. to <Insert time> p.m., Monday through Friday, unless otherwise indicated.
1. Weekend Hours: <Insert restrictions on times permitted for weekend work>.
 2. Early Morning Hours: <Insert restrictions or references to regulations by authorities having jurisdiction for restrictions on noisy work>.
 3. Hours for Utility Shutdowns: <Insert Owner's restrictions>.
 4. Hours for [Core Drilling] <Insert noisy activity>: <Insert Owner's restrictions>.



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- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify **[Architect]** **[Construction Manager]** **[Owner]** not less than **[two]** **<Insert number>** days in advance of proposed utility interruptions.
 - 2. Obtain **[Architect's]** **[Construction Manager's]** **[Owner's]** written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify **[Architect]** **[Construction Manager]** **[Owner]** not less than **[two]** **<Insert number>** days in advance of proposed disruptive operations.
 - 2. Obtain **[Architect's]** **[Construction Manager's]** **[Owner's]** written permission before proceeding with disruptive operations.
- E. <Double click to insert sustainable design text for nonsmoking buildings.>
- F. Restricted Substances: Use of tobacco products and other controlled substances ~~[within the existing building]~~ ~~[on Project site]~~ on WMU's campus is not permitted. See WMU's Tobacco Free Policy here: <https://wmich.edu/tobaccofree>.
- G. Employee Identification: **[Provide]** **[Owner will provide]** identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

Designer Note: Coordinate requirements of employee screening with the *General Conditions of Contract for Construction – Construction Manager*, Section 10.15 Drug Testing and *General Conditions of Contract for Construction – General Contractor*, Section 10.16 Drug Testing.

- H. Employee Screening: Comply with Owner's requirements for **[drug]** **[and]** **[background]** screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.
- I. Employee Dress Code: Workers on the job site may not wear clothing that promotes non-WMU universities and colleges.

1.14 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.



- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations [**published as part of the U.S. National CAD Standard**] [**and**] [**scheduled on Drawings**].
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.15 MISCELLANEOUS PROVISIONS

- A. **<Insert miscellaneous provisions>**.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1000