



## SECTION 01 0100 - Division 01 Designer Guidelines

As part of our sustainability mission, Western Michigan University strives to limit the amount of paper that we use. As such, any documents that are transmitted to WMU personnel shall be done in electronic format as much as possible. This includes shop drawings/submittals, substitution requests, RFIs, and other similar documents. The Design Professional shall incorporate this mission into all specification sections. Any deviations shall be discussed with the WMU Project Manager.

As a general rule, WMU prefers the use of AIA Documents for change management, payment applications, etc. Deviation from this preference requires written permission from the WMU Project Manager.

The Design Professional shall translate the terms of the *General Conditions of Contract for Construction* into project specifications. These guidelines call out several specific instances where coordination is required, but are not inclusive of all requirements.

The Design Professional shall incorporate WMU's *Facility Life Cycle Design Guidelines* into project drawings and specifications. See WMU Design Guidelines General Appendices for link to same.

The Design Professional shall discuss any desired mock-ups with WMU, and whether they shall be reviewed in situ or in a separate setting.