

# Office of University Building Official (OUBO)

**Building Safety Month Training Series**

**Session 4: Chapter 8 & Related Appendices – Part 2: Preliminary Design**

**Stakeholders: GMU Facilities, Contractors, & Registered Design Professionals**

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# Agenda

## HECO Chapter 8 & Related Appendices:

- Appendix W: HECO Manual Revision History
- Chapter 8: Project Design Standards and Requirements
- Appendix D: Basis of Design Narratives



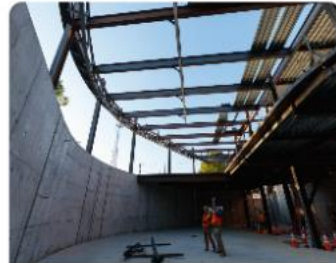
# Office of University Building Official



Permits



Plan Review



Inspections



**Resources**

# University Resources

- [OUBO e-Builder Processes](#)
- [GMU Design Standards Manual](#)
- [GMU HECO/DGS Forms](#)
- [GMU e-Builder](#)
- [GMU Facilities Planning, Design and Construction](#)
- [GMU Senior Vice President of Administration & Finance](#)
- [GMU University Leadership](#)
- [GMU Board of Visitors](#)
- [GMU Campus Maps and Directions](#)
- [GMU Capital Strategy and Planning](#)
- [Tier III Management Agreement](#)

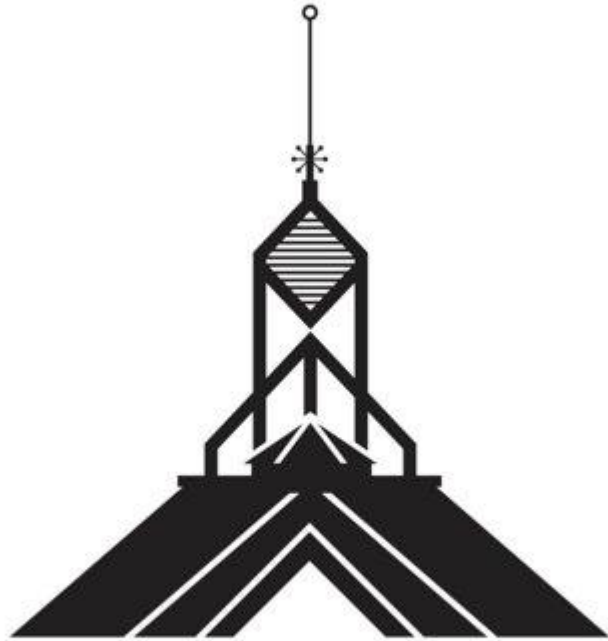


# HECO/DGS Forms

[HOME](#) / [RESOURCES](#) / [HECO/DGS FORMS](#)



GEORGE MASON UNIVERSITY  
Higher Education Capital Outlay Manual  
2023



Vice President of Facilities

References: The Commonwealth of Virginia "Construction and Professional Services Manual" (CPSM) and the "Design & Construction Guidelines" are referenced extensively and should be readily available when using this Manual.

The most current version of these two documents are on the following websites:  
<https://facilities.gmu.edu/> and [www.dgs.virginia.gov](http://www.dgs.virginia.gov)

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## APPENDIX W HECO MANUAL REVISION HISTORY

2016 – Original Publication  
2023-Version 2.0

### Revision Package – Dated February 02.03.2023 Summary of Revisions for HECO Manual Version 2.0

\* Major Revisions are notated in Red below.

Minor formatting, editing, grammar changes or updates to Personnel Titles or Agency names are not individually notated in this Revision Package.

#### 8.7.4 Review Process

- Revised to reflect OUBO instead of DEB.

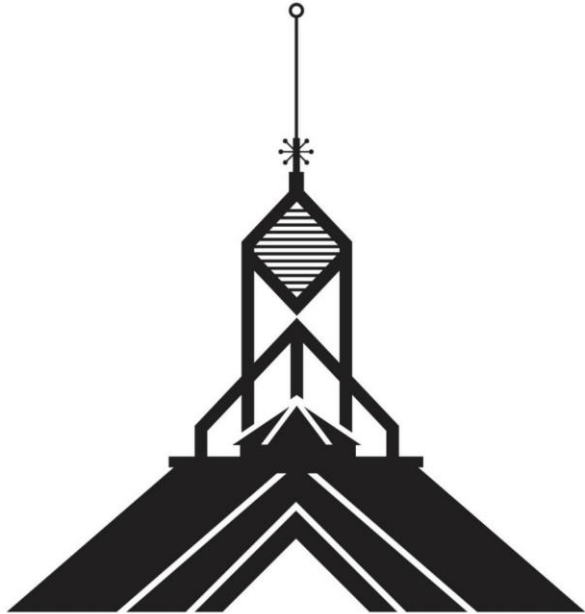
#### 8.7.5 Preliminary Submittal Requirements

#### 8.7.6 General Requirements for Preliminary Drawings

- Content revised and requirements added for "Title Sheet(s)", "Site Plans", "Demolition Drawings" "Architectural Drawings", "Exterior Elevations", "Building Cross-Sections", "Wall-Sections", "Structural Drawings", "Code Compliance and Life Safety (G) Plans", "Fire Suppression (FX) Plans", "Fire Alarm, Detection and Signaling System (FA) Plans", "Plumbing Drawings", "Mechanical (HVAC) Drawings", and "Electrical Drawings".



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## Table of Contents

Chapter 1: Introduction

Chapter 2: Terms And Definitions

Chapter 3: General Terms and Conditions For Professional Services

Chapter 4: Procurement Procedures For Professional Services

Chapter 5: Basic Services and Responsibilities

Chapter 6: Fees and Payment For A/E Services

Chapter 7: Engineering and Technical Criteria

**Chapter 8: Project Design Standards and Requirements**





# CHAPTER 8: PROJECT DESIGN STANDARDS AND REQUIREMENTS

Section 8.1 General

Section 8.2 Drawing Standards

Section 8.3 Specification Standards

Section 8.4 Cost Estimate Standards

Section 8.5 Design Initiation /Pre-design Conference

Section 8.6 Schematic Design Project Criteria

Section 8.7 Preliminary Design

Section 8.8 Working Drawing

Section 8.9 Bid Forms & Procedures

Section 8.10 Additive Bid Items

Section 8.11 Project Submission Requirements

Section 8.12 Authority Having Jurisdiction Reviews and Approvals

Section 8.13 Quality Control/Quality Assurance

Section 8.14 Value Engineering (VE)

Section 8.15 Structural and Special Inspections, & Structural Observations

Section 8.16 Structural Observations

Section 8.17 Commissioning of HVAC Systems

Section 8.18 Electrical Coordination Analyses (Shop Drawings) Review

Section 8.19 Fire Protection Shop Drawings

## **CHAPTER 8: PROJECT DESIGN STANDARDS AND REQUIREMENTS**

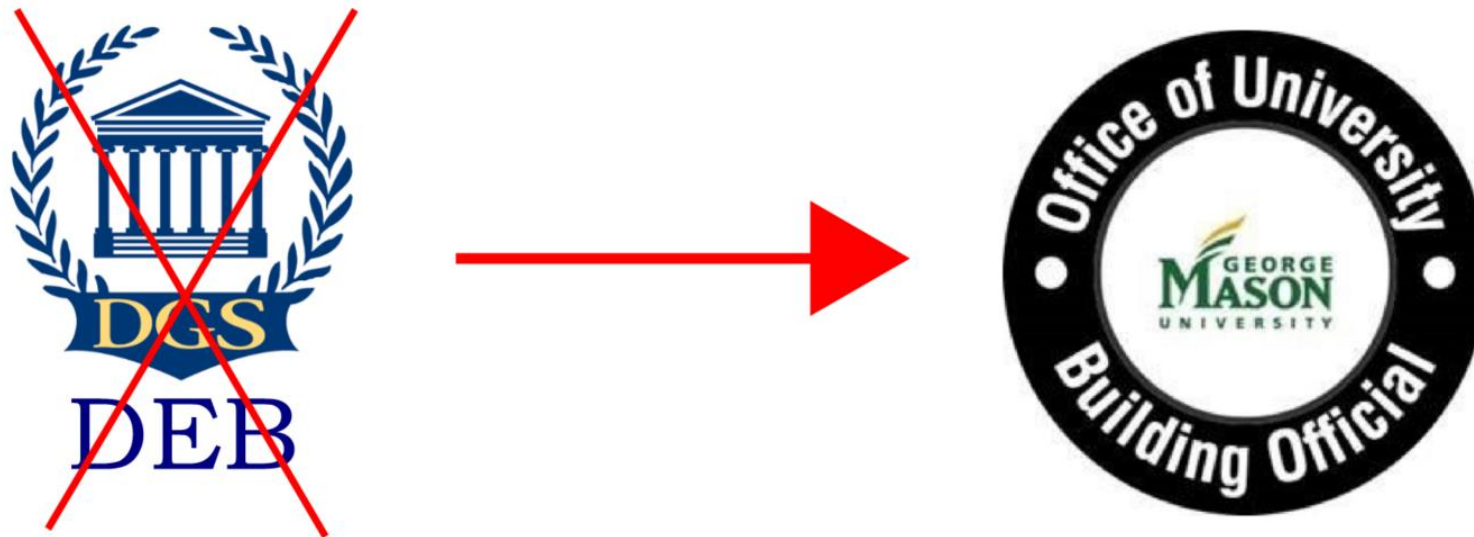
Section 8.1 General

Section 8.2 Drawing Standards

Section 8.7 Preliminary Design

## CHAPTER 8: PROJECT DESIGN STANDARDS AND REQUIREMENTS

Note: Entire Section has been revised to reflect the policies/procedures of the George Mason University Office of University Building Official (OUBO) and most references to DEB have been replaced with OUBO where they are acting as the Building Official under Mason's University Management Agreement with the Commonwealth. Some Content from Chapter 7 has been moved to Chapter 8.

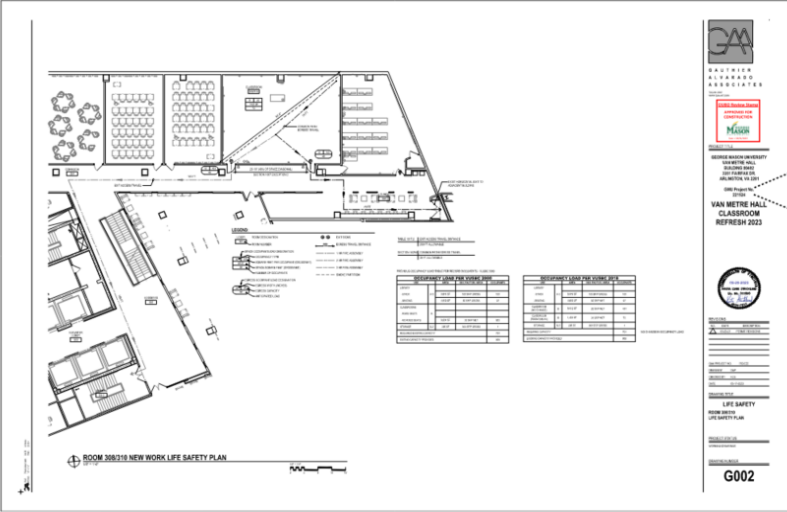


### 8.1.3 Project Identification on Documents

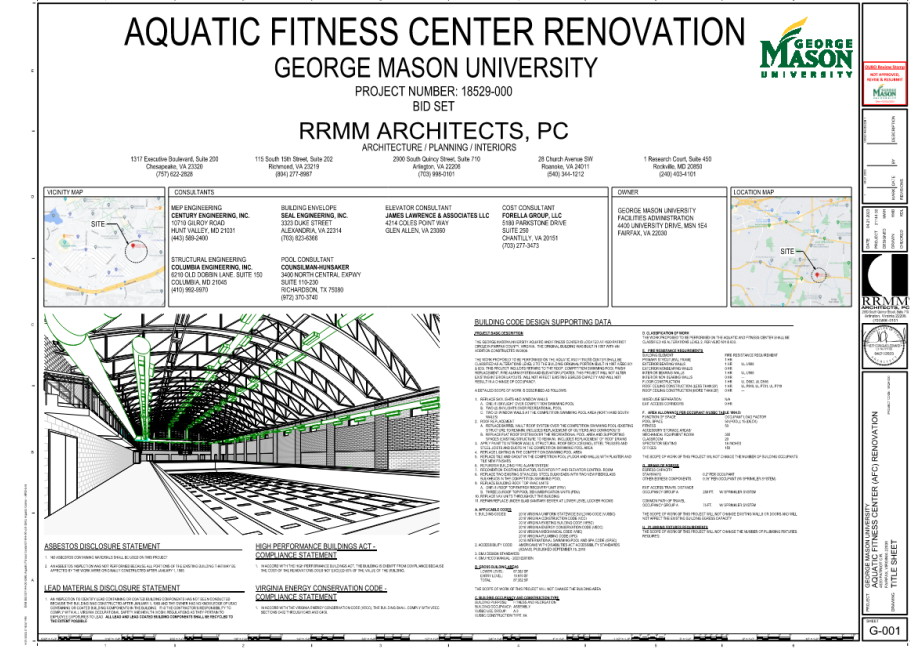
**Note:** Project Code, project number, project code number are used interchangeably within HECO and include the project number on all correspondence, i.e. email, etc.

## SECTION 8.2 DRAWING STANDARDS [Note: Standard for Schematic, Preliminary, & Working Drawings.]

### 8.2.1 General Requirements: Title sheet(s)...



**GMU Project No.  
221524**



## 8.2.2 Drawing Requirements & Specifications:

**8.2.2.1 Arrangement of Drawings:** Drawings shall be arranged in the following order with the discipline identifying character shown: [Note: **BOLD** text indicates drawings required for Preliminary Design]

**G** - Title Sheet, Index, Code Compliance, and Life Safety Drawings [Previously T-Title Sheet and Index]

**C** - Plot and/or Site plans

C - Sanitary and Civil

B - Boring logs

L - Landscaping

**D** - Demolition

**A** - Architectural

**S** - Structural

**FA** – Fire Alarm [Previously FP-Fire Protection Information]

**FX** – Fire Suppression, Standpipes, and Accessories [Previously SP-Sprinkler Systems, Standpipes, and Accessories]

**P** - Plumbing

**M** - Mechanical (heating, cooling, ventilation, etc.)

**E** - Electrical

R - Asbestos Abatement

T–Telecom/AV

**AC** – Access Controls (Access Controls, Cameras, and Alarm Systems) [New]



# Schematic versus Preliminary Drawings

## Schematic Drawings

G - Title Sheet, Index, Code Compliance, and Life Safety Drawings

A - Architectural

## Preliminary Drawings

G - Title Sheet, Index, Code Compliance, and Life Safety Drawings

C - Plot and/or Site plans

D - Demolition

A - Architectural

S - Structural

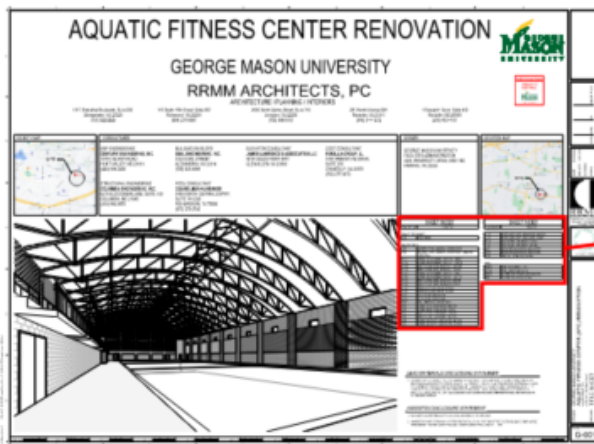
FA – Fire Alarm

FX – Fire Suppression, Standpipes, and Accessories

P - Plumbing

M - Mechanical (heating, cooling, ventilation, etc.)

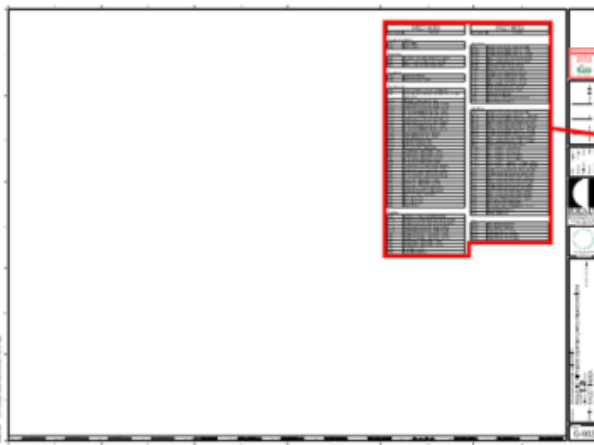
E - Electrical



Schematic Drawings

| SHEET INDEX         |   |
|---------------------|---|
| Sheet Number        | Sheet Title   |
| PROJECT TITLE SHEET |   |
| G-001               | TITLE SHEET   |
| ARCHITECTURAL       |   |
| A-001               | ARCHITECTURAL GENERAL INFORMATION                     |
| A-002               | ARCHITECTURAL GENERAL INFORMATION, BUILDING CODE DATA |
| A-011               | LOWER LEVEL DEMOLITION PLAN - NORTH                   |
| A-012               | LOWER LEVEL DEMOLITION PLAN - SOUTH                   |
| A-013               | ENTRY LEVEL DEMOLITION PLAN - NORTH                   |
| A-014               | ENTRY LEVEL DEMOLITION PLAN - SOUTH                   |
| A-015               | LOWER LEVEL DEMOLITION RCP - NORTH                    |
| A-016               | LOWER LEVEL DEMOLITION RCP - SOUTH                    |
| A-017               | ENTRY LEVEL DEMOLITION RCP - NORTH                    |
| A-018               | ENTRY LEVEL DEMOLITION RCP - SOUTH                    |
| A-019               | ROOF DEMOLITION PLAN - NORTH                          |
| A-020               | ROOF DEMOLITION PLAN - SOUTH                          |
| A-201               | ELEVATIONS DEMOLITION                                 |
| A-202               | ELEVATIONS DEMOLITION                                 |
| A-203               | WALL SECTIONS - DEMOLITION                            |
| A-101               | LOWER LEVEL - NEW WORK - NORTH                        |
| A-102               | LOWER LEVEL - NEW WORK - SOUTH                        |
| A-103               | ENTRY LEVEL - NEW WORK - NORTH                        |
| A-104               | ENTRY LEVEL - NEW WORK - SOUTH                        |
| A-105               | LOWER LEVEL RCP - NEW WORK - NORTH                    |
| A-106               | LOWER LEVEL RCP - NEW WORK - SOUTH                    |

| SHEET INDEX  |                                    |
|--------------|------------------------------------|
| Sheet Number | Sheet Title                        |
| A-107        | ENTRY LEVEL RCP - NEW WORK - NORTH |
| A-108        | ENTRY LEVEL RCP - NEW WORK - SOUTH |
| A-109        | ROOF PLAN - NEW WORK - NORTH       |
| A-110        | ROOF PLAN - NEW WORK - SOUTH       |
| A-201        | EXTERIOR ELEVATIONS - NEW WORK     |
| A-202        | EXTERIOR ELEVATIONS - NEW WORK     |
| A-203        | WALL SECTIONS - NEW WORK           |
| POOL         |                                    |
| AQ000        | POOL REFERENCE PLAN                |
| AQ010        | POOL DEMOLITION PLAN               |
| AQ020        | COMPETITION POOL PLAN & SECTION    |
| AQ030        | COMPETITION POOL DETAILS           |



Preliminary Drawings

| SHEET INDEX         |   |
|---------------------|---|
| Sheet Number        | Sheet Title   |
| PROJECT TITLE SHEET |   |
| G-001               | TITLE SHEET   |
| G-002               | SHEET INDEX   |
| STRUCTURAL          |   |
| S-001               | GENERAL NOTES AND INSPECTION TABLES                   |
| S-101               | PARTIAL, ROOF FRAMING PLAN - NORTH                    |
| S-102               | PARTIAL ROOF FRAMING PLAN - SOUTH                     |
| LIFE SAFETY         |   |
| L-000               | WORK AREA PLANS                                       |
| L-001               | WORK AREA ROOF PLAN                                   |
| ARCHITECTURAL       |   |
| A-001               | ARCHITECTURAL GENERAL INFORMATION                     |
| A-002               | ARCHITECTURAL GENERAL INFORMATION, BUILDING CODE DATA |
| A-010               | GENERAL NOTES - DEMOLITION                            |
| A-011               | LOWER LEVEL DEMOLITION PLAN - NORTH                   |
| A-012               | LOWER LEVEL DEMOLITION PLAN - SOUTH                   |
| A-013               | ENTRY LEVEL DEMOLITION PLAN - NORTH                   |
| A-014               | ENTRY LEVEL DEMOLITION PLAN - SOUTH                   |
| A-015               | LOWER LEVEL DEMOLITION RCP - NORTH                    |
| A-016               | LOWER LEVEL DEMOLITION RCP - SOUTH                    |
| A-017               | ENTRY LEVEL DEMOLITION RCP - NORTH                    |
| A-018               | ENTRY LEVEL DEMOLITION RCP - SOUTH                    |
| A-019               | ROOF DEMOLITION PLAN - NORTH                          |
| A-020               | ROOF DEMOLITION PLAN - SOUTH                          |
| A-201               | ELEVATIONS DEMOLITION                                 |
| A-202               | ELEVATIONS DEMOLITION                                 |
| A-203               | WALL SECTIONS - DEMOLITION                            |
| A-101               | LOWER LEVEL - NEW WORK - NORTH                        |
| A-102               | LOWER LEVEL - NEW WORK - SOUTH                        |
| A-103               | ENTRY LEVEL - NEW WORK - NORTH                        |
| A-104               | ENTRY LEVEL - NEW WORK - SOUTH                        |
| A-105               | LOWER LEVEL RCP - NEW WORK - NORTH                    |
| A-106               | LOWER LEVEL RCP - NEW WORK - SOUTH                    |
| A-107               | ENTRY LEVEL RCP - NEW WORK - NORTH                    |
| A-108               | ENTRY LEVEL RCP - NEW WORK - SOUTH                    |
| A-109               | ROOF PLAN - NEW WORK - NORTH                          |
| A-110               | ROOF PLAN - NEW WORK - SOUTH                          |
| A-201               | EXTERIOR ELEVATIONS - NEW WORK                        |
| A-202               | EXTERIOR ELEVATIONS - NEW WORK                        |
| A-203               | WALL SECTIONS - NEW WORK                              |
| A-300               | SECTION DETAILS                                       |
| A-301               | SECTION DETAILS                                       |
| A-302               | ROOF DETAILS  |
| PLUMBING            |   |
| P-001               | SYMBOLS, NOTES AND ABBREVIATIONS                      |
| PD-100              | FOUNDATION LEVEL DEMOLITION PLAN - NORTH              |
| PD-101              | FOUNDATION LEVEL DEMOLITION PLAN - SOUTH              |
| PD-102              | LOWER LEVEL DEMOLITION PLAN - NORTH                   |
| PD-103              | LOWER LEVEL DEMOLITION PLAN - SOUTH                   |
| P-100               | FOUNDATION LEVEL - NEW WORK - NORTH                   |
| P-101               | FOUNDATION LEVEL - NEW WORK - SOUTH                   |
| P-102               | LOWER LEVEL - NEW WORK - NORTH                        |
| P-103               | LOWER LEVEL - NEW WORK - SOUTH                        |
| P-001               | PLUMBING DETAILS                                      |
| P-002               | PLUMBING SCHEDULE                                     |

| SHEET INDEX  |   |
|--------------|---|
| Sheet Number | Sheet Title                               |
| MECHANICAL   |   |
| M-001        | SYMBOLS, NOTES AND ABBREVIATIONS          |
| MD-101       | LOWER LEVEL DEMOLITION PLAN - NORTH       |
| MD-102       | LOWER LEVEL DEMOLITION PLAN - SOUTH       |
| MD-103       | ENTRY LEVEL DEMOLITION PLAN - NORTH       |
| MD-104       | ENTRY LEVEL DEMOLITION PLAN - SOUTH       |
| MD-105       | ROOF DEMOLITION PLAN - NORTH              |
| MD-106       | ROOF DEMOLITION PLAN - SOUTH              |
| MD-101       | LOWER LEVEL - NEW WORK - NORTH            |
| MD-102       | LOWER LEVEL - NEW WORK - SOUTH            |
| MD-103       | ENTRY LEVEL - NEW WORK - NORTH            |
| MD-104       | ENTRY LEVEL - NEW WORK - SOUTH            |
| MD-105       | ROOF PLAN - NEW WORK - NORTH              |
| MD-106       | ROOF PLAN - NEW WORK - SOUTH              |
| MD-001       | MECHANICAL DETAILS                        |
| MD-002       | ALFOMATIC TEMPERATURE CONTROLS            |
| MD-003       | MECHANICAL SCHEDULE                       |
| ELECTRICAL   |   |
| E-001        | SYMBOLS, NOTES AND ABBREVIATIONS          |
| ED-100       | LOWER LEVEL DEMOLITION NORTH - LIGHTING   |
| ED-101       | LOWER LEVEL DEMOLITION SOUTH - LIGHTING   |
| ED-102       | ENTRY LEVEL DEMOLITION NORTH - LIGHTING   |
| ED-103       | ENTRY LEVEL DEMOLITION SOUTH - LIGHTING   |
| ED-201       | LOWER LEVEL DEMOLITION NORTH - POWER      |
| ED-202       | LOWER LEVEL DEMOLITION SOUTH - POWER      |
| ED-203       | ENTRY LEVEL DEMOLITION NORTH - POWER      |
| ED-204       | ENTRY LEVEL DEMOLITION SOUTH - POWER      |
| ED-211       | ROOF DEMOLITION NORTH - POWER             |
| E-004A       | POOL LIGHTING - SP1 LIGHTING              |
| E-005B       | POOL LIGHTING - SP1 LIGHTING              |
| E-005A       | POOL LIGHTING - LSR LIGHTING              |
| E-006B       | POOL LIGHTING - LSR DYNAMICS              |
| E-006A       | POOL LIGHTING - AMETREX - COOPER LIGHTING |
| E-006B       | POOL LIGHTING - AMETREX - COOPER LIGHTING |
| E-007        | LOWER LEVEL - NEW WORK NORTH LIGHTING     |
| E-008        | LOWER LEVEL - NEW WORK SOUTH LIGHTING     |
| E-009        | ENTRY LEVEL - NEW WORK NORTH LIGHTING     |
| E-010        | ENTRY LEVEL - NEW WORK SOUTH LIGHTING     |
| E-011        | ROOF NEW WORK PLAN NORTH - POWER          |
| E-012        | LOWER LEVEL - NEW WORK NORTH POWER        |
| E-013        | LOWER LEVEL - NEW WORK SOUTH POWER        |
| E-014        | ENTRY LEVEL - NEW WORK NORTH POWER        |
| E-015        | ENTRY LEVEL - NEW WORK SOUTH POWER        |
| E-016        | ELECTRICAL ONE-LINE DIAGRAM               |
| E-006        | FIRE ALARM RISER DIAGRAM AND DETAILS      |
| E-017        | EQUIPMENT SCHEDULES                       |
| E-018        | PANEL SCHEDULES                           |
| POOL         |   |
| AQ000        | POOL REFERENCE PLAN                       |
| AQ010        | POOL DEMOLITION PLAN                      |
| AQ020        | COMPETITION POOL PLAN                     |
| AQ030        | COMPETITION POOL SECTION                  |
| AQ032        | COMPETITION POOL DETAILS                  |



**AQUATIC FITNESS CENTER (AFC) RENOVATION**  
**GEORGE MASON UNIVERSITY** **RRMM PROJECT No. 21144-00**

D. Sanitary and storm drain piping below the lowest finished floor to their connections to existing utilities shall be schedule 40 solid core polyvinyl chloride sewer pipe.

E. Sanitary and storm drain piping within the building, above ground shall be schedule 40 solid core polyvinyl chloride sewer pipe.

F. Where lines pass under or through footings, encase them in concrete with uniform thickness as directed.

**SECTION 6 - HEATING, VENTILATION, AND AIR CONDITIONING**

**6.1 Codes and Standards**

A. 2018 Virginia Mechanical Code

B. 2018 Virginia Energy Code

**6.2 Heating, Ventilation, and Air Conditioning**

A. Design Conditions shall be as follows:

Outside Air Design Values:  
 Winter Design Dry Bulb: 10 °F  
 Summer Design Dry Bulb: 95 °F  
 Summer Design Wet Bulb: 75°F

Indoor Air Design Values (Common Areas):  
 Winter Design Dry Bulb: 70 °F  
 Summer Design Dry Bulb: 75 °F  
 Summer Design Wet Bulb: 50% RH

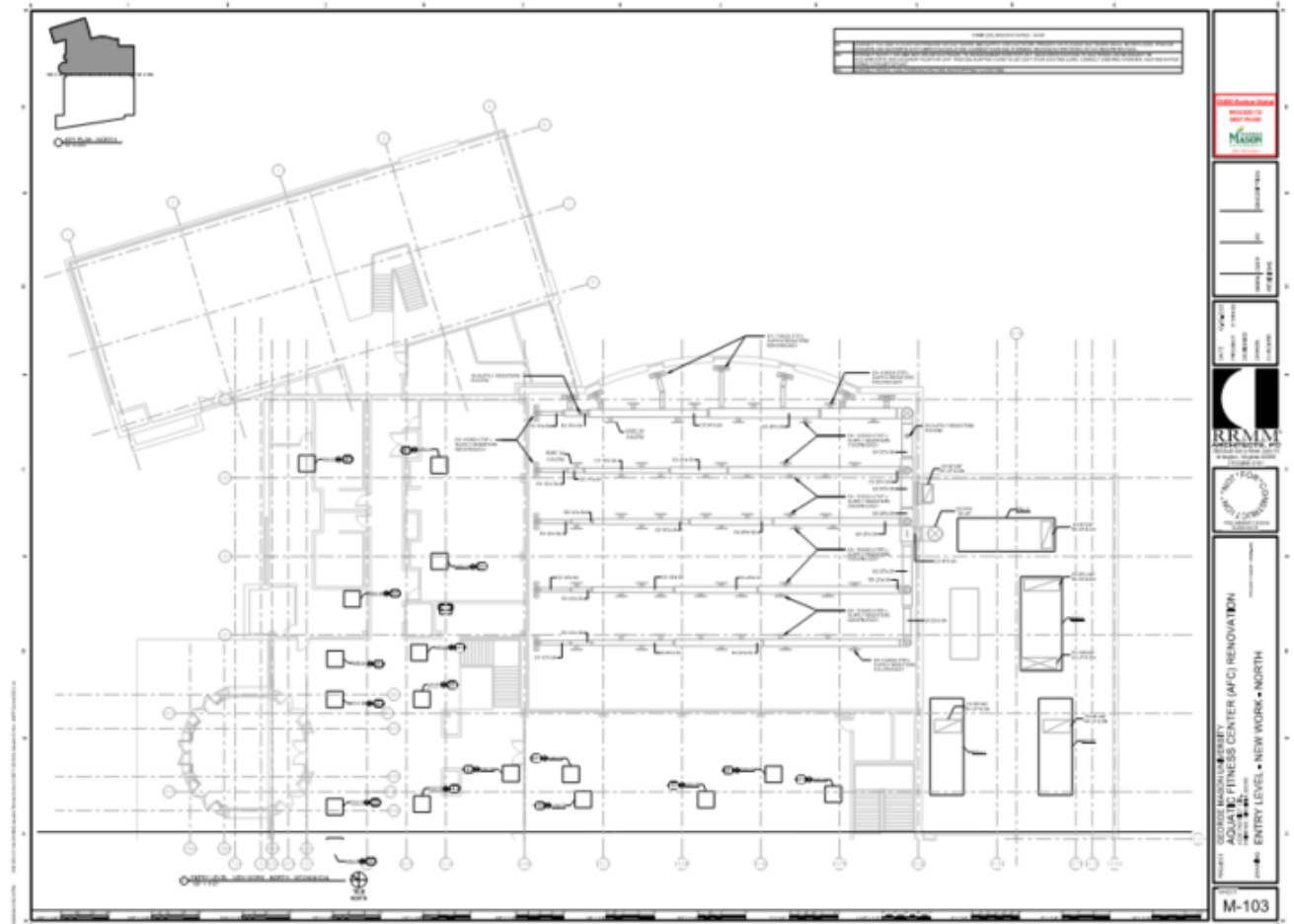
Indoor Air Design Values (Pool):  
 Design Dry Bulb: 85 °F  
 Design Wet Bulb: 60% RH

Pool Water Design Conditions:  
 Therapy Pool: 85 °F  
 Lap Pool: 80 °F

B. Scope of work shall be to replace (3) existing pool dehumidification units, (1) energy recovery unit, and (1) VAV rooftop unit. Existing VAV boxes and heating water coils shall be replaced.

C. Provide a replacement pool dehumidifier (PDU) in kind manufactured by Seresco or equal by Dectron or PoolPak. The equipment shall be provided with an integral air-cooled condenser, exhaust fans, modulating hot gas reheat, variable frequency drive fans, heating water coils, and pool water heating as a first stage of pool heat. Integrate the dehumidification unit to the existing EMS. Refer to 2011 as-built drawings for supplemental information.

SCHEMATIC BASIS OF DESIGN NARRATIVE 10



**Schematic Drawings**

**Preliminary Drawings**





## SECTION 8.7 PRELIMINARY DESIGN

### 8.7.1 General Requirements:

Based on the previous approvals and direction, the A/E shall prepare the Preliminary Design consisting of drawings, narrative, outline specifications, and other documents to fix and describe the size and character of the entire Project as to exterior appearance; foundation, structural, mechanical, and electrical system; materials; and such other essentials as may be appropriate. If any change from the information submitted at the schematic stage relating to the mix or amount of space occurs, submit new information in the format of an updated/current copy of the Capital Budget Request, an Assignable Room and Space Listing, or Department MOU which was the basis for development of the Preliminary Design.

### **8.7.1.1 Verification of Existing Conditions:**

The A/E shall visit the site and ascertain pertinent local conditions that must be addressed in the design. As part of the required services, it is the A/E's responsibility to verify, by on-site observations of applicable existing buildings, the configurations, locations, dimensions, sizes and conditions accessible for verification. Certain assumptions are made regarding existing conditions in the remodeling and or rehabilitation of an existing building. Some of these assumptions may not be verifiable without additional exploration or investigation of the building or site. To minimize the risk during construction of uncovering conditions that are not as shown on the documents and delaying project progress, the Agency should consider and evaluate the advice of the A/E to conduct additional investigation, verifications or checks to verify.

**Note: Verification of Existing Conditions required for Schematic, Preliminary, and Working Designs**

## 8.7.6 General Requirements for Preliminary Drawings:

Preliminary drawings shall show the following information unless such information is not applicable to the project:

**Title Sheet(s):** [Note: **BOLD** text indicates additional Preliminary Drawings requirement]

1. Project Identification: Project Code, Appropriation Act number, and University Work Order number (if applicable).
2. Activity or function(s) to be performed in the facility
3. Edition of the USBC (Part I VCC or Part II VEBC) on which design is based
- 4. For design on Part II (VEBC), classify work as repairs, alterations (clarify Level 1 or Level 2), change of occupancy, addition, historic building or moved building.**
5. Applicable accessibility standards
6. VCC Construction Type
7. (Use) Group(s) per VCC. For mixed-use occupancies, indicate which Groups are separated and non-separated
8. Other major code(s) used as a basis for design

**Title Sheet(s) continued...**

**9. Asbestos Disclosure Statement and Lead Disclosure Statement.**

**10. The applicable High-Performance Buildings Act Compliance Statement (Refer to Section 7.2.6 and Appendix D)**

**11. The applicable Virginia Energy Conservation Code Compliance Statement (Refer to Section 7.2.7 and Appendix D)**

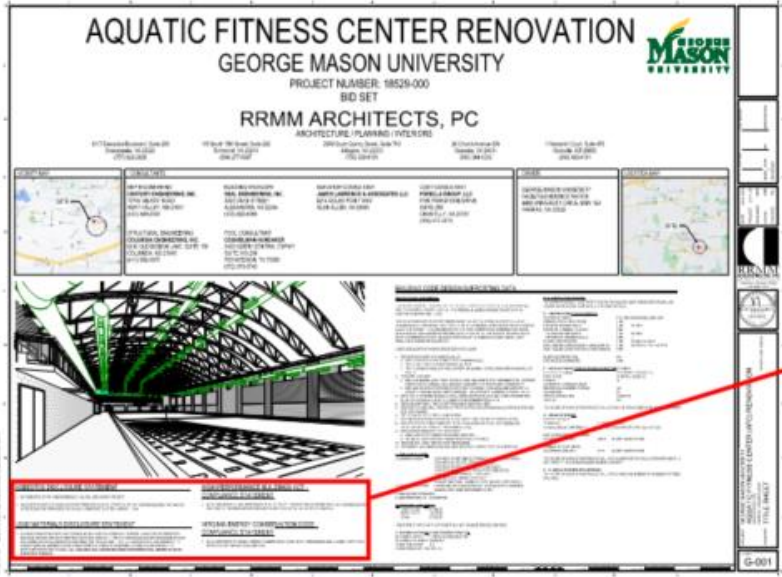
**12. Maximum VCC occupancy for each level and total for the building.**

13. Location and vicinity maps noted to show project location.

14. Tabulation of GSF per floor (new and renovated), total GSF, (all floors – new and renovated), total building volume.

15. Tabulation of “Building Area” per VCC definition (per story).

16. Tabulation of units: Number of parking spaces, auditorium seats, bedrooms etc.



**ASBESTOS DISCLOSURE STATEMENT**

1. NO ASBESTOS CONTAINING MATERIALS SHALL BE USED ON THIS PROJECT
2. AN ASBESTOS INSPECTION WAS NOT PERFORMED BECAUSE ALL PORTIONS OF THE EXISTING BUILDING THAT MAY BE AFFECTED BY THE WORK WERE ORIGINALLY CONSTRUCTED AFTER JANUARY 1, 1985

**LEAD MATERIALS DISCLOSURE STATEMENT**

1. AN INSPECTION TO IDENTIFY LEAD CONTAINING OR COATED BUILDING COMPONENTS HAS NOT BEEN CONDUCTED BECAUSE THE BUILDING WAS CONSTRUCTED AFTER JANUARY 1, 1985 AND THE OWNER HAS NO KNOWLEDGE OF LEAD CONTAINING OR COATED BUILDING COMPONENTS IN THE BUILDING. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COMPLY WITH ALL VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) REGULATIONS AS THEY PERTAIN TO EMPLOYEE EXPOSURES TO LEAD. **ALL LEAD AND LEAD-COATED BUILDING COMPONENTS SHALL BE RECYCLED TO THE EXTENT POSSIBLE**

**HIGH PERFORMANCE BUILDINGS ACT - COMPLIANCE STATEMENT**

1. IN ACCORD WITH THE HIGH PERFORMANCE BUILDINGS ACT, THE BUILDING IS EXEMPT FROM COMPLIANCE BECAUSE THE COST OF THE RENOVATIONS DOES NOT EXCEED 50% OF THE VALUE OF THE BUILDING.

**VIRGINIA ENERGY CONSERVATION CODE - COMPLIANCE STATEMENT**

1. IN ACCORD WITH THE VIRGINIA ENERGY CONSERVATION CODE (VECC), THE BUILDING SHALL COMPLY WITH VECC SECTIONS C402 THROUGH C405 AND C408.

Statements

## **Title Sheet(s) continued...**

**17. Statement for exception to providing Baby Changing Facilities, if applicable (Refer to Section 7.2.11.2)**

**18. Building Purpose/Occupancy.**

19. Design occupancy load for each level and total for the building

20. Index of drawings.

**21. The uniform date of the completed preliminary design documents**

**22. Agency approved Delegated Design list**

**23. Structural Observations: State N/A or list the specification sections that require Structural Observations. (Refer to Section 8.15.1)**

24. Statement documenting whether the local emergency public safety personnel utilizes public safety wireless communications.

## Site Plans

(site/improvement plan & composite utility plan minimum for new construction and additions; should be based on approved comprehensive Master Plan.):

1. Plan scale and north arrow.
2. New and existing elevation contours affected by the new work.
3. Floor and contour elevations.
4. Applicable boundaries with survey computations.
5. Location and dimensioned relationship of major components of the new work with respect to boundaries and existing structures.
6. FEMA floodplain designation(s). Show floodplain boundaries. Show the base flood elevation for sites in the 100-year or 500-year floodplains
7. Location of test borings.
8. Location and quantities of general parking and handicap parking.
9. Accessible routes

## Site Plans continued...

10. Pedestrian traffic routes.

11. Items to be demolished: structures, walks, utilities, trees, etc.

12. Proposed landscaping (planting materials)

13. Existing and new utilities: storm drainage, sanitary sewers, water distribution, fuel gas distribution, building utility distribution pipes and tunnels, electric and telephone poles and lines, hydrant locations, and data on fire flow test, etc.

14. Site improvements such as fencing, lighting, etc.

15. Typical paving section for proposed types/thicknesses.

16. Identify/show special earthwork recommended and construction considerations noted in soils report.

17. Archaeology Features



## Demolition Drawings:

### For Interior Demolition:

1. Identify items to be removed;
2. Asbestos Disclosure Statement;
3. Lead Disclosure Statement

### For Total Building Demolition:

1. Provide a floor plan showing building size;
2. Describe existing material /construction to be removed;
3. Show an elevation (drawn or photographic) of building;
4. Asbestos Disclosure Statement
5. Lead Disclosure Statement.
6. AARB Approval Letter

7. Location of test borings.
8. Location and quantities of general parking and handicap parking.
9. Accessible routes
10. Pedestrian traffic routes.
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6. AARB Approval Letter

#### Architectural Drawings:

##### Floor Plans (for each floor):

1. Plans of each floor at 1/8" = 1'-0" minimum (1/16" = 1'-0" must be justified)
2. Overall dimensions.
3. Space names and/or numbers assigned by the Planning and Design, and number of occupants of all spaces.
4. If the work is an addition, show the relationship of new to existing spaces.
5. Distinguish new work from existing construction.
6. Show demolition on the architectural plans or separate plans.
7. Indicate asbestos locations regardless of who removes it or how it is removed.
8. Indicate all openings, entrances, delivery areas (including door numbers).
9. Identification of accessible routes, accessible building entrances, and Areas of Refuge (Rescue Assistance).
10. Plan scale and north arrow.

##### Roof Plan:

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## Architectural Drawings:

### Floor Plans (for each floor):

1. Plans of each floor at 1/8" = 1'-0" minimum (1/16" = 1'-0" must be justified)
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9. Identification of accessible routes, accessible building entrances, and Areas of Refuge (Rescue Assistance).
10. Plan scale and north arrow.

## Architectural Drawings continued...

### Roof Plan:

1. All proposed and existing drains.
2. Roof slope: 1/4" per 1'-0" to drain minimum for all areas (unless waived for re-roofing) including auxiliary drains.
3. Indicate slope (high to low) with direction arrows
4. All new and existing equipment.
5. All significant roof penetrations and structures.
6. Identification of materials on existing roofs and new roofs.
7. Typical roofing section identifying materials.
8. Access to roof.

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#### Exterior Elevations (Scale 1/16" = 1'-0" minimum):

1. All openings: windows (including operable notation), doors, louvers, and vents.
2. Percentage of glass vs. gross wall area (per elevation and/or exposure).
3. Floor elevations (above sea level).
4. Identification of all major finishes.
5. All stairs, ramps, and railings.
6. Rooftop equipment, vents, stacks, penetrations, and structures.
7. Expansion and control joints.
8. Grade at the face of the building wall.
9. Subsurface construction (dotted in).
10. Existing and new work clearly distinguished.

#### Building Cross Sections (Scale: 1/16" = 1'-0" minimum):

1. One longitudinal and one transverse section minimum.
2. Show all floor levels on sections.
3. Indicate ceilings in proper relation to floors.
4. Method and extent of insulating exterior envelope.

#### Wall Sections (Scale: 3/4" = 1'-0" minimum):

1. One section for each type of wall construction.
2. Identify all major materials and components.
3. Identify insulation and note "R" value.
4. Identification of air barrier and moisture barrier

#### Finish Schedule:

1. May be included in the Basis of Design narrative or on drawing. Indicate proposed finishes for all spaces. Note those existing finishes to remain.
2. Show ceiling heights of interior spaces.

#### Furnishing/Equipment Plans:

1. Show all major equipment to approximate scale.
2. Show all built-in furnishings to scale.
3. Show on these plans or on separate furniture information plans, furniture/furnishings outlines that the space was designed to accommodate.

#### Structural Drawings:

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## Architectural Drawings continued...

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#### Structural Drawings:

## Structural Drawings (S):

1. Provide Live Loads, Snow Loads, Wind Loads, and Seismic Criteria used for structural design...
2. Show design bearing / support capacity...
3. Provide the design lateral active and at-rest earth pressures, where applicable.
4. Provide foundation Plan indicating type & tentative sizes
5. Provide foundation details and improved improvements to bearing strata and other special requirements.
6. Provide Floor and roof Framing Plans of each level...
7. Provide Typical Section(s) of framing identifying materials, tentative member sizes, thicknesses and, depths proposed.
8. Provide Typical Section of floor system.
9. Indicate structural construction materials and properties.
10. Provide Details of connections to existing buildings, if applicable.
11. Identify elements of proposed lateral force resisting system.

## Structural Drawings:

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1. Provide Live Loads, Snow Loads, Wind Loads, and Seismic Criteria used for structural design. Refer to VCC Chapter 16. In the Seismic Criteria, also include the building height,  $H_n$  and the fundamental period used,  $T$ .
2. Show design bearing / support capacity (soil bearing, pile capacity, caisson capacity) for foundation system geo-tech design criteria for shallow and deep foundations and earth structures.
3. Provide the design lateral active and at-rest earth pressures, where applicable.
4. Provide foundation Plan indicating type & tentative sizes
5. Provide foundation details and improved improvements to bearing strata and other special requirements.
6. Provide Floor and roof Framing Plans of each level indicating type of system and tentative member sizes/depths and column spacing with defined grid lines.
7. Provide Typical Section(s) of framing identifying materials, tentative member sizes, thicknesses and, depths proposed.
8. Provide Typical Section of floor system.
9. Indicate structural construction materials and properties.
10. Provide Details of connections to existing buildings, if applicable.
11. Identify elements of proposed lateral force resisting system.

## Code Compliance & Life Safety (G) Plans:

[**BOLD** type indicates additional Preliminary Drawing requirement]

1. Applicable edition of USBC and other applicable codes, including accessibility standards.
2. **For existing buildings, compliance with the VEBC shall first be established. The work performed on an existing building or structure must be classified on the construction drawings as repairs, alterations, change of occupancy, addition, historic building or moved building, as further defined in the VEBC. Alterations to be further classified as Level 1 or Level 2.**
3. **Define each Use Group area and show its USBC Use Group classification**
4. **Height and area calculations in accord with USBC.**
5. **Total building perimeter (linear feet)**
6. **Location of all 30' wide open perimeter spaces**



## Code Compliance & Life Safety (G) Plans continued...

7. Tabulation of area for each building level, story, or floor indicating number of occupants accommodated by each. If the project is an addition, list new and existing areas and occupancies.

8. Required or intended fire protection systems, fire detection and alarm systems, fire pump systems, smoke control systems.

9. Indicate use(s) of all building spaces (offices, auditoriums, etc.) or reference drawings where complete information may be found.

10. Show the room/space number and the maximum number of occupants per USBC for each space.

11. Distinguish new walls from existing walls and new construction from existing construction. Completely show routes of all fire walls, fire separation walls (including exit access corridor walls), and smoke partitions.

12. Identify the extent of all fire rated floor/ceiling and roof/ceiling assemblies.

13. Identify and show rating of all rated assemblies, smoke barriers.

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3. Define each Use Group area and show its USBC Use Group classification
4. Height and area calculations in accord with USBC.
5. Total building perimeter (linear feet)
6. Location of all 30' wide open perimeter spaces
7. Tabulation of area for each building level, story, or floor indicating number of occupants accommodated by each. If the project is an addition, list new and existing areas and occupancies.
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12. Identify the extent of all fire rated floor/ceiling and roof/ceiling assemblies.
13. Identify and show rating of all rated assemblies, smoke barriers.

## Fire Suppression (FX) Plans:

1. Water flow test data required by NFPA 13.
2. Identify each type of automatic fire suppression system and where it is or is not used.
3. Identify occupancy hazard classifications and densities as established in NFPA 13 for each floor level.
4. Show and identify all new and existing standpipes.
5. Provide a small-scale drawing showing...
6. Determine capability of water supply and verify initially...

### Fire Suppression (FX) Plans:

1. Water flow test data required by NFPA 13.
2. Identify each type of automatic fire suppression system and where it is or is not used.
3. Identify occupancy hazard classifications and densities as established in NFPA 13 for each floor level.
4. Show and identify all new and existing standpipes.
5. Provide a small-scale drawing showing locations of water hydrants, test and low hydrants (for water flow tests), and routing of underground pipe; or, alternatively, state the drawing number where the information may be found on other drawings. Conduct the test in conformance with NFPA 13, 14, and 291 and provide the required documentation of test results. (See NFPA 13 annex for additional guidance.) Two locations are required for these tests of water supplies. Use an approved gauge to read the 'test' or 'residual' pressures at the hydrant nearest the building and a 'Pitot' tube or gauge at the next closest hydrant to measure the 'flow'. If the local water authority prohibits flow testing, indicate on the documents the flow and pressure data provided by the authority and note as such.
6. Determine capability of water supply and verify initially if a fire pump is necessary to boost the available water supply pressure. Where an existing fire pump is to be used in the project, its performance and condition is to be established and validated. This is to be accomplished by submitting a copy of the recent report of the fire pump inspection, testing, and maintenance, compliant with the Virginia Statewide Fire Prevention Code: Fire Pumps - Testing and Maintenance. This section requires that fire pumps be inspected, tested, and maintained in accordance with NFPA 25. The current edition of NFPA 25 defines the parameters for the report. The performance and condition of the fire pump is to be validated on an annual basis.

## Fire Alarm, Detection and Signaling System (FA) Plans:

Provide plan of each level showing the following (refer also to chapter 7 of this manual for additional information):

1. On floor plans, show location of control unit (FACU), battery and charger, transmitter, annunciator, fusible safety switch, remote trouble device, alarm devices and appliances, and each actuation device including fire extinguishing system switches.
2. Show single line fire alarm riser diagram.
3. A mass notification risk analysis is required for any new building on campus in accordance with the USBC and NFPA 72.
4. Statement documenting whether the local emergency public safety personnel utilizes public safety wireless communications.
5. Floor plans showing proposed locations for In-Building Emergency Communications infrastructure.

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Provide plan of each level showing the following (refer also to chapter 7 of this manual for additional information):

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4. Statement documenting whether the local emergency public safety personnel utilizes public safety wireless communications.
5. Floor plans showing proposed locations for In-Building Emergency Communications infrastructure.

### Plumbing Drawings:

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## Plumbing Drawings (P):

1. Provide plans of each floor (with space names and numbers) noting fixture locations and types and indicating routing of main distribution lines with tentative sizes.
2. Provide riser diagrams for all piping systems.
3. Provide location of water supply and distribution, sanitary drainage, storm drainage, sprinkler services, and fuel gas services to the building.
4. Provide plumbing fixture schedule.
5. Provide location, sizes, and types of Water Heaters/Heat Exchangers, Storage Tanks, Flues, etc.
6. Provide fuel gas piping layout and connected load, if applicable.

### Plumbing Drawings:

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1. Provide plans of each floor (with space names and numbers) noting fixture locations and types and indicating routing of main distribution lines with tentative sizes.
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6. Provide fuel gas piping layout and connected load, if applicable.

## Mechanical (HVAC) Drawings (M):

1. Provide plans of each floor (with space names and numbers) showing single line duct layouts, tentative air (supply, return, outdoor air, exhaust) quantities, equipment locations, and layouts and general routing of heating/cooling piping.
2. Provide riser diagrams for all major duct systems and piping systems.
3. Provide equipment schedules with tentative sizes, capacities, ID #, features, etc.
4. Indicate locations and sizes of fans, pumps, compressors, air handling equipment, dampers, etc.
5. Provide preliminary layout and elevation of equipment room and/or central system showing configuration, tie-ins, etc. as necessary to describe system.
6. Provide central heating or cooling plants, distribution piping, equipment.

### Mechanical (HVAC) Drawings:

1. Provide plans of each floor (with space names and numbers) showing single line duct layouts, tentative air (supply, return, outdoor air, exhaust) quantities, equipment locations, and layouts and general routing of heating/cooling piping.
2. Provide riser diagrams for all major duct systems and piping systems.
3. Provide equipment schedules with tentative sizes, capacities, ID #, features, etc.
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5. Provide preliminary layout and elevation of equipment room and/or central system showing configuration, tie-ins, etc. as necessary to describe system.
6. Provide central heating or cooling plants, distribution piping, equipment.

## Electrical Drawings (E):

Power and lighting plans (with space numbers) may be combined if submittal clearly conveys required information. (See **Appendix D** for additional Preliminary Submittal requirements.)

Provide plans depicting the following:

1. Lighting plans for each floor showing approximate fixture locations, type, and lighting level required (design level in foot-candles).
2. Power distribution plans showing location of incoming service (transformers and primary switches), generators, main switchgear, motor control centers and panel boards.
3. Show interface points for service entrances, main control panels, and backboards for communications, EMCS and other pertinent systems. Plans for each floor showing proposed locations of receptacles, telephone and data outlets, switches, and other devices.
4. It is the A/E's responsibility to contact the utility company during development of the project design in order to determine the available fault current at the project site.

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SECTION 8.8 WORKING DRAWINGS PHASE (CONSTRUCTION DOCUMENT PHASE)

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## APPENDIX D BASIS OF DESIGN NARRATIVES

### PRELIMINARY BASIS OF DESIGN INFORMATION

The following format is for a new building type construction project but is applicable to renovation and addition projects by addressing those portions relevant to that particular project. When a project consists primarily of mechanical, electrical, structural, or another discipline, the basis of design shall provide more detailed information for the major discipline. The narrative shall address or list the factors indicated for each section. Data may be presented in tabular form where appropriate.

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The following format is for a new building type construction project but is applicable to renovation and addition projects by addressing those portions relevant to that particular project. When a project consists primarily of mechanical, electrical, structural, or another discipline, the basis of design shall provide more detailed information for the major discipline. The narrative shall address or list the factors indicated for each section. Data may be presented in tabular form where appropriate.

##### **High Performance Buildings Act:**

1. State whether the High Performance Buildings Act is applicable. If it is applicable to the project, describe the proposed compliance path (Refer to Section 7.2.8.1 \*shown as Section 6.1.3.2 from the 2022 CPSM).
2. Provide narrative within each trade or as a separate section to describe energy conservation features and methods to be employed.
3. Provide VEES Checklist Form DGS-30-382.

##### **Virginia Energy Conservation Code:**

1. Describe the proposed Virginia Energy Conservation Code compliance path. (Refer to Section 7.2.7)
2. Provide narrative within each trade or as a separate section to describe energy conservation features and methods to be employed.

##### **Architectural:**

# PRELIMINARY BASIS OF DESIGN INFORMATION

continued...

Architectural

Structural

Plumbing

**Heating, Ventilating and Air Conditioning** →

Environmental Pollution Control

Asbestos, Lead-Based Paint and Hazardous Material

Special Mechanical Systems

Central Heating Plants and Heating Plant Additions

Refrigeration (Cold Storage)

Thermal Storage

Fire Protection Systems

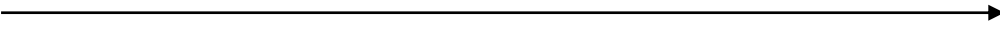
3. Ventilation
  - a. Indicate the quantity of outside air per person in all areas, the type of filtration, and whether OSHA requirements are applicable.
  - b. State if smoke removal/control systems are to be employed.
  - c. Describe the operation of the system in summer and winter modes.
  - d. Describe any methods to reduce or minimize outside airflow
4. Air Conditioning
  - a. Provide a complete description and/or schematics of the air conditioning system proposed including an explanation of why this system is preferred over others. Also indicate locations of major components of the system. For larger systems which qualify under Energy Conservation, a computerized comparison between at least two systems is required.
  - b. Define areas to be air conditioned.
  - c. Identify special humidification or de-humidification requirements, as well as special filtration requirements.
  - d. Describe any special architectural features being incorporated to reduce cooling loads. Also, any features being incorporated in the mechanical system which would reduce energy consumption should be separately discussed.
5. Combination Systems
  - b. For systems in which the heating, ventilating and/or air conditioning are combined, repetition may be eliminated by consolidating the aforementioned requested information.
  - c. Describe changeover procedures and requirements.
6. Energy Conservation
  - a. Computer energy analysis (block load type) for buildings larger than 8,000 square feet requiring heating and cooling and larger than 20,000 square feet requiring heating only shall be used to study energy conservation features. Concurrence of systems to be studied should be obtained prior to conducting study. If a valid computer analysis was prepared during the Budget Study Preparation for the project, this may suffice. When computer analyses are performed, the total annual energy consumption estimate should be clearly stated.





# PRELIMINARY BASIS OF DESIGN INFORMATION continued...

## Electrical



Electronic Systems

Energy Monitoring and Control System (ECMS)

Site and Landscaping

Water Supply

Sewers and Sewage Disposal Systems

Roads, Driveways, Parking Areas and Walks

Dust and Erosion Control

Fencing

Stormwater Management

### Electrical:

1. Provide the following about interior distribution systems:
  - a. Electrical characteristics (phase, voltage, and number of conductors in main distribution circuits).
  - b. Breakdown in tabular form of the *estimated* connected load to show:
    - i. Lighting load and convenience outlet load separately.
    - ii. Power load for building equipment such as heating, air conditioning, etc.
    - iii. Loads for special operating equipment such as compressors, generators, pumps, and for power receptacles being provided to energize special equipment. Apply an appropriate demand factor to each to compute total demand load.
  - b. Type of wiring system, such as rigid conduit, electrical metallic tubing, non-metallic sheathed cable, etc., and where proposed to use. **(Present criteria prohibits embedding aluminum conduit in concrete. Present products should be reviewed to make sure that conduit, pipe, bars, anchors or other aluminum parts are not embedded in concrete.)**
  - c. Type of conductors, such as rubber insulated, thermoplastic insulated, polyvinyl chloride jacket, etc., and where proposed to use.
  - d. A statement describing proposed pertinent standards of design, such as voltage drop (include calculations), lighting intensities (include calculations), and type of lighting fixtures, and a statement regarding the use of selective switching or other energy conserving features.
  - e. A determination of short-circuit duty required for all service entrance protective devices and switchgear (usually available from power company). Include cost premiums in cost estimate.
  - f. Type and arrangement of Cable Television Systems (CATV), Closed Circuit Television Systems (CCTV), Nurse Call, intercom, sound, signal, and fire alarm systems. Identify number and location of telecommunication outlets (telephone, computer, word processing, etc.). Obtain information from the University.
    - i. Space required for telecommunication equipment, point of connection to telephone utility, size of incoming duct/conduit and size of equipment mounting backboard to be provided.



# MAY 2023 BUILDING SAFETY MONTH

Building Safety Month is an international campaign celebrated in May to raise awareness about building safety.

For more than 42 years, Building Safety Month has reinforced the need for the adoption of modern, regularly-updated building codes, and helps individuals, families and businesses understand what it takes to create safe and sustainable structures.

**Mason's Office of University Building Official is hosting the following online training from 11:30 a.m. to 12:15 p.m. :**

- May 10, 2023 OUBO Charter, HECO Chapter 11, OUBO Website Introduction & e-Builder
- May 16, 2023 HECO Chapter 7 & Related Appendices
- May 18, 2023 HECO Chapter 8 & Related Appendices - Part 1
- May 23, 2023 HECO Chapter 8 & Related Appendices - Part 2
- May 25, 2023 HECO Chapter 8 & Related Appendices - Part 3
- May 31, 2023 Additional Q&A, Follow-up Session

**RSVP BY EMAILING [OUBO@GMU.EDU](mailto:OUBO@GMU.EDU)**

## OUBO CONTACT INFORMATION

703-993-6070

[oubo@gmu.edu](mailto:oubo@gmu.edu)

[oubo.gmu.edu](http://oubo.gmu.edu)





# Office of University Building Official

## Training

[HOME](#) / [TRAINING](#)

- [Fire Protection Part I](#)
- [Fire Protection Part II](#)
- OUBO HECO Training Session 1: [OUBO Charter, HECO Chapter 11, OUBO Website Introduction & e-Builder](#)
- OUBO HECO Training Session 2: [HECO Chapter 7 & Related Appendices](#)
- OUBO HECO Training Session 3: [HECO Chapter 8 & Related Appendices – Part 1](#)

[Training – Office of University Building Official \(gmu.edu\)](#)



# QUESTIONS?

Learn More at [OUBO.GMU.EDU](https://oubo.gmu.edu)

