

CCS Administrative Procedure

6.00.01 – D Facilities Design & Construction Standards

Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, 434-5037

1.0 Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure to enhance the delivery of education and support services to the community, will provide for and operate its facilities in an effective and efficient manner. This includes establishing and implementing standards that ensure design and construction consistency, operational efficiency and maintainability, while ensuring first class teaching and learning facilities. These standards represent the best value for state expenditure and are aligned with the Community College of Spokane's mission, values and goals.

- 1.1 The district director of facilities is responsible for administering this procedure.
- 1.2 All district owned facilities are subject to this procedure without exception.
- 1.3 These standards are dynamic and are updated as needed to reflect CCS's needs. As revisions and additions are made, the most current version can be found posted on the District Facilities website:

<http://ccs.spokane.edu/About-Us/Department/Facilities>

Users are directed to use this document which references the most current information available.

- 1.4 The standards do not diminish or eliminate the standard of care owed by a consultant to CCS or relieve, in any manner whatsoever, a consultant from any professional responsibility, duty or due diligence required toward the work.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 District Director of Facilities: the administrator responsible for Facilities Department.
- 2.2 Design & Construction Standards (Standards): directives and information intended to serve as a tool for design professionals, construction managers, planners, design committees and others participating in capital construction and renovation planning efforts. These standards are intended to be used as a performance-based guide rather than prescriptive specification.
- 2.3 Construction Specifications (Specs): design document(s) produced by consultants for use by contractors to bid and build construction projects. Construction Specifications are prescriptive and specific to each project. Construction Specifications are not subject to this procedure.

3.0 Design Standards Administration

These design standards serve to clarify direction and streamline project execution, serving as minimum levels of performance and quality. They represent the District's design principles and requirements that facilitate decision-making for the planning and design of capital projects, creating the basis for project success. The following are a few key notes:

- 3.1 The information within this document does not address every conceivable condition or occupant decision point. Rather, it attempts to provide guidance based upon institutional experience and preference experience which has indicated a standard is appropriate and prudent.
- 3.2 In the absence of a written design standard that covers a specific facet, the Director of Capital Construction will present options to the design committee during the schematic design or design development phases so that an informed decision can be made. These options will come from a collaborative engagement of users, providers, stakeholders, and staff.
- 3.3 In cases where the consultant, design committee or college administrator determines that the written design standard is not appropriate for the project, and wishes to deviate from the standards, they must seek approval from the District Director of Facilities prior to deviating from the written standard.
- 3.4 Requests for clarification of and possible alternatives to design standards shall be forwarded to Director of Capital Construction for consideration and response, See section 5.0 below.

4.0 Design Standard Exceptions

Requested deviations from design standards are administered as follows:

- 4.1 Request for variance from design standards shall be sent to the Director of Capital Construction in the form of a detailed narrative of the proposed change as well as a listing of potential benefits the change represents.
- 4.2 Requests will be considered by the Director of Capital Construction, in consultation with appropriate Facilities and Administrative staff. Considerations/analysis shall include, but not limited to:
 - 4.2.1 Have as many design standards as possible been incorporated into the proposed design in order to achieve the intent of design and construction consistency, operational efficiency and maintainability, ensuring first class teaching and learning facilities, bringing the best value for expenditure and alignment with the district's mission, values and goals?
 - 4.2.2 Are requested design variances compatible with existing mechanical, electrical, plumbing, telecommunications, structural, architectural, life safety, building automated controls, security, finish and furniture systems.
 - 4.2.3 Will design variances be serviceable by in-house maintenance personnel or outsourced service vendors, as appropriate?
 - 4.2.4 Does the design variance create a health, safety, security, accessibility or cost concern?
- 4.3 The Director of Capital Construction will respond to the requestor and inform of decision.
- 4.4 If the request is not resolved to the satisfaction of the requestor, it can be appealed to the appropriate appointing authority as follows:
 - 4.4.1 If the requested deviation involves a health, safety, security, accessibility or cost concern the matter shall be appealed to the District Director of Facilities for consideration and direction.
 - 4.4.2 All other concerns will be appealed to the unit's appointing authority for consideration and direction.
 - 4.4.3 The appointing authority's decision will be implemented without further review.