

THE UNIVERSITY OF ALABAMA

Student Organization Housing

Design Guidelines for Renovation, Addition and New Construction

Updated: September 09, 2014

All proposed major maintenance, renovation, addition or new construction projects related to a Student Organization Housing on the University of Alabama campus, regardless of funding source for the project (i.e. UA Borrowed Funds vs. Student Organization Funds), must be submitted to the UA Student Organization Facilities Committee for review prior to beginning any work.

Student Organizations that wish to undertake a project must follow the procedures below:

1. A Student Organization Project Initiation Request Form (PIR) located on the University's website at <http://www.uafacilities.ua.edu/pages/project-initiation.html>, must be submitted to the Director of Fraternity & Sorority Life at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. PIR Review meetings are held on the second Wednesday of every month, and special meetings can be called if necessary.
2. The Student Organization Facilities Committee will review the PIR and make a recommendation to the Administration regarding whether it believes the project should proceed as proposed or proceed to the Board of Trustees (BOT) for approval, if required.
3. Once the plans are approved by the Student Organization Facilities Committee and/or the Board of Trustees, the project can begin with the appropriate coordination and process with UA Construction Administration.
4. All projects with a project cost of \$50,000 or greater will be managed by the University and bid in accordance with state procurement and bid laws, regardless of the source of funding.
5. Projects with a cost that is less than \$50,000 can be managed by the House Corporation of the Student Organization.
6. In accordance with Board Rule 415, all architects/designers including programming architects & consultants, must be engaged/selected/hired by the University, regardless of project cost or funding source.
7. For Student Organizations that wish to apply for new or existing lots, and for those that would like to request swing space while a project is being completed, the appropriate application must be completed and submitted for review by the Student Organization Housing Advisory Board Committee. The submission of this application is also coordinated by the Director of Fraternity & Sorority Life.

Note: For projects over \$750,000 in value and proposed to be funded with University funds, or projects that impact the visual appearance of campus, final University approval of the project design is contingent upon Board of Trustees approval pursuant to Board Rule 415.

Construction Administration Process:

1. Following submission of the PIR, Construction Administration will assign a Project Manager to the project, along with a UA project number, in order to facilitate and track the project through the design and construction process and required review stages.
2. Following the project initiation, Construction Administration will administer the selection process of the programming consultant and/or architect in conjunction with representatives of the student organization. All selections for Architects and/or programming consultants for Student Organization projects must be coordinated by the University. This process will be administered by a selection committee made up of representatives of the Student Organization as well as UA staff.
3. The selection process will be consistent with State of Alabama and the UA System Board of Trustees requirements. The University's involvement in the selection process will be required regardless of whether the funding to compensate the architect is provided from UA funds or Student Organization funds.
4. All projects, regardless of the amount of project cost, must follow the drawing review process administered by UA staff. Documents shall be provided at 10%, 30%, 60%, 90%, 100% and final design stages to ensure code compliance and that UA construction procedures and design guideline requirements are being addressed. University design standards and guidelines are available at <http://www.uafacilities.ua.edu/const-admin/index.html> under *Estus Portal-Public Accessible*.

Board of Trustees Requirements for Design Approval:

All projects, regardless of the cost or source of funding, that affect the visual appearance of the campus must be approved by the Board of Trustees before issuing documents for bid. It is recommended that projects be submitted for review at the 30% design stage to allow the Board to recommend any required changes before the design has been fully developed to prevent redesign costs.

Documents required: All Board documents will be completed by the selected architect and the University. The chapter will provide required information for the business plan. Massing studies and renderings will be required, including perspective views of the project within context. The renderings will be prepared in conjunction with the selected Architect and third-party rendering consultant. These renderings and massing studies must be approved by the Board of Trustees prior to the project design advancing beyond 30%.

The Board of Trustees of the University of Alabama has five regularly scheduled meetings per year. These meetings typically occur in February, April, June, September and November. Documentation is due to the Project Manager seven (7) weeks prior to each meeting for review and generation of the board package.

Student Organization Housing Design Guidelines

The following guidelines are specific to Student Organization Housing projects and are supplemental to the University's Design Guidelines and Standards. These guidelines do not supersede or void the requirements contained in the University's Design Guidelines, rather this information provides more in depth criteria applicable to Student Housing projects. The University Design Guidelines are available at <http://www.uafacilities.ua.edu/const-admin/index.html> under *Estus Portal-Public Accessible*.

I. General

A. Design Standards:

All Student Housing Organization projects must comply with the following guidelines.

- 1) Student Organization Housing Design Guidelines. This is the information contained within this document which provides specific guidance and requirements for these projects.
- 2) The University Master Plan, including the University Design Guide. The University Design Guide is part of the Campus Master Plan, and it outlines architectural styles, architectural details, as well as appropriate building materials for all proposed campus buildings. These design standards are also inclusive of University Emergency Notification and Life Safety System requirements.
- 3) The University Design Guidelines. These UA Guidelines and Standards are a comprehensive design standard that provide detailed information relative to the specifications, performance requirements, and details for systems, materials, and products that are required on UA projects. These Guidelines are to be carefully reviewed and coordinated with Student Housing Organization projects for continuity of UA requirements.

Coordination and Compliance among Guidelines:

It is the Design Team's responsibility to follow all standards and requirements listed and to review and coordinate among the requirements of the various guidelines and standards listed above. Should there be a question of applicability of a standard or should a deviation be requested, the Design Team is to provide notification in writing to UA staff for review, interpretation and approval during the formal design review process.

B. Land Acquisitions:

Any Student Organization interested in expansion should make their interest known to Fraternity & Sorority Life. All negotiations for additional property must be coordinated by the University and should not be facilitated by discussions between groups without UA involvement. All available building sites will be awarded by a competitive selection process, as has been the process in the past.

C. Review Process

Required Schematic Design Approval – As noted above, the Student Organization Housing project is to follow the UA standard process for Design Reviews at 10%, 30%, 60%, 90% and 100%.

To ensure that the building design meets UA requirements & expectations and to avoid costly redesign, schematic plans of the building site, floor plans, and elevations shall be submitted, reviewed and approved by the University at the Schematic Review Stage (10%) before design can proceed to the design development stage (30%).

The schematic site plan shall show the building footprint in relation to the property setbacks and surrounding building corners.

II. Planning & Programming

A. Building Size:

1. New Student Organization Housing shall contain no more than 40,000 gross sq. ft. of conditioned space. This includes any attic or basement space that may be a part of the building program.

B. Setbacks:

1. Lot setbacks shall be as follows:

Front of buildings must be a minimum of 20' from the back of sidewalk. This setback requirement applies to the front wall structure of the building and does not include porches, porticos, stairways or other architectural elements that may be a part of the overall building design. Subject to approval, these elements may encroach into the setback not more than 10'.

Note: All Student Organization Housing buildings should align with the surrounding front elevations and elements of other structures or the "*Build to Line*" in each area of campus. This line may supersede the front setback requirement. Where discrepancies occur, the setting of the setback will be subject to review and approval of UA.

Back of building or improvements must be a minimum setback of 15' from the lot line.

Side of building or improvements must be a minimum setback of 10' from the lot line.

Note: The University will provide, to each group planning a project, a survey drawing showing the current lot lines and will discuss, through the Student Organization Facilities Committee, buildable areas within the site. They will also review and make recommendations for any variances requested, which would be incorporated subject to UA requirements and paid for by the group's project.

C. Building Height:

1. The allowable number of stories and height requirements are considered based on surrounding structures and the UA Master Plan. Preliminary planning and decisions regarding the height and stories of the building must be made in conjunction with guidance from UA staff.
2. Massing studies will be required to illustrate the relationship of the new structure with the surrounding buildings. During the early planning process, decisions regarding finished or unfinished basement space can be analyzed and determined for the project.

Note: Any roof top equipment that rises above the roof structure is also subject to the overall height requirement and screening as required by Item IV.A.

D. Finished Floor Height above Grade/Accessibility to Main Entrances:

1. The FFE (finished floor elevation) of the main entry level shall be no higher than 24" above the finished grade at the front of the house, unless approved by UA Construction Administration during the initial planning of the building. The height restriction is required to ensure that ADA Accessibility is provided to the main entrance of the building from the right of way.
2. An integral ADA accessible ramp is to be designed into the sidewalk/hardscape to provide universal accessibility to the front of the building. The intent is for the ADA accessible ramp to be seamlessly designed into the hardscape & landscape so that the sidewalk ramp blends with the overall massing strategy for the building.

The extent to which 1:20 sidewalks can be used to access front porches/entry doors should be explored to minimize extensive use of handrails required for a 1:12 ramping system. The goal is for buildings to be designed with an ample base (four 6" steps above grade) combined with a subtle ramping/grading strategy for universal accessibility.

- E. Parking:
 - 1. No more than three (3) onsite parking spaces will be permitted for Student Organization housing projects, unless approved by UA Construction Administration. No private or reserved parking will be developed or provided for future projects.
- F. Bicycle Parking & Rack Placement:
 - 1. Each student organization project is to have a minimum of two (2) bicycle racks to provide spaces for storage of 20 bikes. The UA standard bike rack (Cora dual-sided rack) shall be planned in the preliminary programming/site design package. Generally, bike racks should be located on the sides or rear of houses to avoid location in the front of houses. Bike racks must not encroach on other dedicated spaces (sidewalks/walkways, electrical equipment clearances, etc.). Coordination with UA staff (Landscape Architect) is to occur in the planning process to incorporate these requirements into the overall site plan. See attached appendix for typical bike rack layout.
 - 2. Should the UA standard Cora rack not be feasible due to site constraints, optional vertical bike racks may be used to provide the required 20 bike storage. Vertical racks are to be located in an enclosed area (not visible from the public right of way) and may be wall mounted or post mounted (self-supporting). The location and planning for these should be determined in consultation with UA staff, along selection of the vertical rack product proposed by the Student Organization.

III. Architectural

- A. Building Programming:
 - 1. **Building Occupancy to include Large Meeting Spaces** – The 2009 International Building Code - 310.1 states that Occupancy Type R-2 includes dormitories, fraternities and sororities, etc. as specific building type examples. Student Organization Housing buildings shall be considered residential occupancies with accessory Assembly occupancies, where projects include large meeting rooms.
 - 2. **Entry Vestibules** – The 2009 International Energy Conservation Code requires vestibules for commercial buildings, not residential. Student Organization Housing projects will therefore not be required to have vestibules based on 2009 IBC, R-2 as the primary occupancy classification.
 - 3. **OIT Space Requirements-** There are specific room/area requirements to provide space for OIT equipment and infrastructure. Designers are to reference the OIT requirements listed below in section VI.E to adequately plan for space requirements.
- B. Exterior Improvements:
 - 1. Any Student Organization project, new construction or renovation, which affects the exterior of the house or grounds, is to be approved by the UA System Board of Trustees pursuant to Board Rule 415.
 - 2. All projects interior and exterior, regardless of the scope, will need to be presented to the Student Organization Facilities Committee for review and approval.
- C. Brick Selection:
 - 1. The brick selected for the project must match the colored renderings that are approved by the Board of Trustees. Once the renderings have been approved by the board of trustees, the UA Project Manager will send out a request form to brick suppliers interested in supplying brick sample panels which match the type, color range, and mortar color of the masonry wall shown on the rendering. The University and Student Organization will review and approve the sample panel(s) prior to the completion of the design of the building.
- D. Signage & Building Identification:
 - 1. Building Signage used to identify the Student Organization will only be permitted in one location on the building. This signage includes organization names spelled as words or greek letters, if greek housing. No exterior plaques, flags, banners or flag poles will be permitted without written permission from the University. Any desired statuary must be included in the rendering and a separate and distinct detailed rendering must also be included with the stage III submittal.

- E. Fireplaces, Grills, and Open Flames
1. No wood burning fireplaces are permitted indoors or outdoors. Gas log fireplaces are permitted indoors provided that the gas log unit is vented to the outside in compliance with governing codes. Venting is required regardless of whether the gas log unit is a vented or ventless gas unit.
 2. Manufactured UL listed permanently installed gas grills may be provided outdoors for grilling, with the location to be reviewed and approved by UA through the design review process.
 3. No other outdoor open flames are permitted of any type; including fire pits, chimeneas, barbeques/smokers, etc.
- F. Equipment & Appliances
1. All residential appliances and equipment are to be furnished, coordinated and installed by the Student Organization's project. This includes laundry equipment (washer, dryers, etc.), which are to be designed for and coordinated by the Design Team for electrical, plumbing, waterproofing, venting, etc. requirements. Final installation of all equipment must be in compliance with UA Design Requirements and all applicable governing codes and jurisdictional inspection.

IV. Utilities & Site Infrastructure

- A. Utilities
1. The Student Organization will be responsible for the design and cost of any improvements or modifications to the University utility infrastructure necessary to accommodate the project within the boundaries of their lot lines.
 2. For utility improvements outside of the project's lot lines, utilities will be routed to the lot use line by UA.
 3. Utility parameters, locations, connection points, and easements shall be coordinated and determined by the Design Team and reviewed with UA prior to positioning and siting of the building footprint. Utilities include:
 - Power
 - Resnet (phone, data, CATV)
 - Water
 - Sanitary sewer
 - Gas
 4. Any proposed mechanical equipment; either yard or roof mounted, should be either screened or hidden from sight lines. This applies to renovations and additions, as well as new construction. The type of screen system must be designed as part of the design review process and be approved by UA for the appropriateness of the architectural features, materials, scale, durability, etc.
- B. Sidewalks
1. Included in the overall improvements required for site and landscape plan approval is the installation of a 10' wide sidewalk along the front property line of the project. This sidewalk is to be designed and paid for by the Student Organization Housing project. Please reference UA Design Guidelines for specifications regarding this installation.
- C. Waste & Recycling Planning & Management
1. The building is to have a dedicated waste and recycling strategy to allow for regular disposal services to the building. Space for a trash dumpster and enclosure shall be designed into the site plan of the project, including space for a recycling dumpster or container storage, subject to coordination with UA.
 2. A double wide dumpster arrangement serving two Student Organization houses can be used to facilitate better land use, with a conventional dumpster in one side and a recycling dumpster in the other.

3. In designing the site plan for the project, the architect & civil engineer are to plan for appropriate and unimpeded access, proper turning radius, and overall service configuration to allow for waste management vehicles to collect waste and recycling. All layouts will be reviewed by UA for proper design strategy and requirements.
4. The interior CMU of the dumpster enclosure is to be finished in accordance with UA Design & Construction Standards.

V. Landscaping Upgrades

A. Improvements

1. All landscape improvements for new or existing Student Organization Houses will be designed by the UA Landscape Architect (LA) for review by the Student Organization prior to work beginning. The LA will submit the proposed plan to the Landscape and Grounds Advisory Group for final approval. The LA will then provide comments to the group if revisions are required or an approval notification if no changes are needed.

VI. Building Systems – Technical Requirements

A. Life Safety

1. Student Organization Housing projects shall include a voice fire alarm system with interface card for Mass Notification System.
2. An elevator landing communications system is required for all elevator installations per IBC. Refer to UA Design Guidelines for specific requirements. The main station for this system should be located adjacent to the fire alarm annunciator. There may be some leniency in the location of these two panels relative to sensitivity of room finishes immediately adjacent to the front door, but these panels must be located near the front door. It is recommended to program and plan for an alcove or wing wall for the installation of this equipment.

B. Plumbing

1. Potable water booster pumps are required in all Student Organization Housing projects with three floors above grade.
2. If possible, locate sanitary sewer grinder sump in an areaway outside of the basement with a curb separating the areaway from the basement. If the sump is located in a basement, add supplemental water alarm in addition to code required alarms. Monitor as supervisory on Fire Alarm system.
3. For all sump pits, the Architect & Structural Engineer are to coordinate with the Plumbing Engineer to locate and design foundations to coordinate with sump pit locations. Typically, these pits are located near perimeter walls or in building corners. These locations typically occur adjacent to large footings, and may require stepped footings to prevent undermining of foundations.

C. Fire Protection

1. The configuration and design of the standpipe and valves within stairways should be carefully designed and coordinated to prevent an ADA compliance issue with clear path of travel in stairways. The location of the valve wheel and piping configuration should be shown in all drawings, and any special wall furring to conceal piping shall be coordinated among the architect and fire protection engineer and reviewed and approved by the Student Organization and UA.

D. Electrical

1. Service voltage shall be 120/208 volt.
2. Transformers may be provided and installed by the UA, to be paid for by the Student Organization. Transformers are sometimes shared by adjacent houses. Verify location.

3. Coordinate washer & dryer connections for the exact type of equipment to be provided for the project. The Architect and Engineers are to document exact agreement/requirements for this equipment with the representatives of the Student Housing Organization prior to final design to ensure all connection points, venting requirements, floor drains, etc. have been provided to match the equipment to be installed.
- E. Telecommunications
1. The project shall include two 4" conduits, containing graduated mule tape, routed to the TBB from the duct installed by UA for the installation of fiber by UA.
 2. The new UA telephone standard is voice over IP (VOIP) phone systems.
 3. Student Organization Housing projects typically will have fewer than 150 data drops, therefore the project can be served by a single rack if the data closet is strategically located.
 4. **Programming Space Requirement** - OIT requires a minimum of one 8' x 8' secured area for installation of required services; this open area can either be a dedicated data closet of these dimensions, or a dedicated space in a larger room that could also include security, CCTV, digital signage, etc.
 5. **Programming Space Requirement** - Shall include small (3' wide by 2' deep) stacking chase closets above and below the data closet such that a readily accessible vertical path is established the full height of the building. Chase closets shall have full size locking doors keyed the same as the data closet.
- F. Digital Signage
1. Digital Signage is required for Student Organization Housing projects. A minimum of one sign is to be provided in the main level common area of the building. The Student Organization is to review floor plans with the University to determine an appropriate location.
 2. See appendix A for detailed design & installation guidelines.

-END of Guidelines-

Attachments:

Appendix A	UA Student Organization – Digital Signage Installation Guidelines	5 pages
Appendix B	Typical Bike Rack Layout	1 page

Appendix A

Digital Signage Installations

UA Design Guidelines for Student Organization Housing



I. General

1. Digital Signage is required for Student Organization Housing projects. A minimum of one sign is to be provided in the main level common area of the building. The Student Organization is to review floor plans with the University to determine an appropriate location.
2. A typical UA Student Organization digital sign consists of 2 components:
 - a. A display, usually a 40" flatscreen television, and its supporting electronics, located in a visible place.
 - b. A player, which is a PC, mounted in the data closet with supporting electronics, located in the data/telecom closet.

Both locations require 115V/15A electrical power (single duplex outlet). At the display, 2 network drops are required.
3. The sign owner will control the content that is displayed, subject to UA guidelines. The sign also functions as a secondary means of Emergency Mass Notification. In the event of an emergency, normal content will be pre-empted by UA emergency communications.

4. The signage is subject to ADA regulation regarding placement and distance protruding from the wall surface. Any fixture that is less than 80" above finished floor must protrude less than 4" from the surface of the wall. In the case of digital signage, this can be approached in 1 of 2 ways:
 - a. **Surface Mount Display** - Locate the power and data 95" AFF, which will allow the bottom edge of the completed display monitor to be above 80" minimum. When the display is above 80", the installer may use a flat mount that makes drywall mounting feasible. However, this mount typically protrudes approximately 3.5" from the face of the wall.
 - b. **Recessed Wall Pocket** - Provide a recess for the mount and CAT5-video receiver. A minimum recess depth of 2" is sufficient to meet the 4" protruding object limit; however the recess needs to be large enough to accommodate the power and data also. The recessed wall cavities shown on the following pages are approximately 4" deep and provide suitable recessed dimension.

IMPORTANT NOTE: The mount that UA uses is fastened by means of 3" lag screws or toggle bolts. This must be taken into account in the recess construction (see below). Drywall alone is not strong enough to hold the display when it is in the extended position, as it will be cantilevered by as much as 25". Therefore solid blocking must be installed behind the recessed drywall pocket for rigid attachment of the wall bracket or display.
5. The choice of location and methods of attachment are an aesthetic decision between the architect and owner. The recess method allows for an almost flat installation and generally has a more pleasing appearance.
6. Blocking & Coordination- Regardless of the mounting type selected, the Student Organization and Designer are responsible for including provisions for solid blocking and coordination among framing, electrical & OIT as part of the General Contractor's scope. During construction, the Contractor will be responsible for coordinating requirements and reviewing the installation with representatives of the Student Organization and Designer to ensure compliance with all requirements.
7. Recessed Wall Pocket Coordination – See photos and figures on the following pages for recessed wall design guidelines based on typical project installations.



Recessed Wall Pocket

An 18x24 recess with power and data located on the inside wall.

These photos show a recessed location before and after installation.



(For reference- Alpha Phi sorority house pictured).

Mounting Bracket

The Peerless SUA-737 mount has been typically used on Student Organization Housing projects.

SUA737



FEATURES

- Fits displays with VESA® mounting hole patterns that are 200 x 200 and 200 x 100mm compliant
- Arm retracts to only 1.33" (34mm) and extends up to 24.23" (615mm) from the wall
- +15/-5° of One-Touch™ tilt allows for ideal viewing angles without the use of tools
- Up to ±90° of side-to-side swivel
- ±5° of roll offers a simple way to horizontally level the display post-installation
- Two-screw wall attachment allows for a fast installation

* Designed exclusively for use with ultra-thin displays 2" (51mm) deep or less

Ultra Slim Articulating Wall Arm

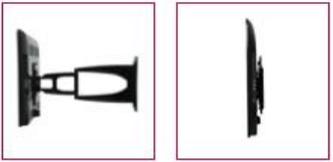
For 22" to 40" Ultra-thin Displays*

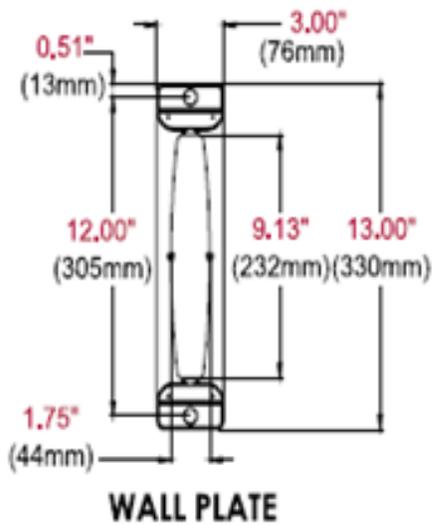
This slim articulating mount transforms the viewing experience from ordinary to extraordinary. Ultra-thin displays give the room a contemporary look, but only when married to an ultra-slim mount that allows the maintenance of the ultra-thin aesthetic and still positions the display at the best viewing angle. Brilliant in its simplicity and ease of installation, the mount's functionality is optimized through its remarkable arm extension and swiveling hinge. Now you can create the perfect viewing angle and truly achieve the ultra-thin experience at the same time.

 Display size: 22"-40"  Max load: 60lb (27kg)



- **EFFORTLESS MOTION**
One-Touch™ tilt allows for ideal viewing angles with ease
- **FROM NOTHING TO EVERYTHING**
Arm retracts to only 1.33" (34mm) and extends up to 24.23" (615mm) from the wall





Mounting Arm Diagram

This is the part of the mount that physically connects to the wall. In addition to its other dimensions, it should be noted that it will be offset 4.8" from center, either right or left.



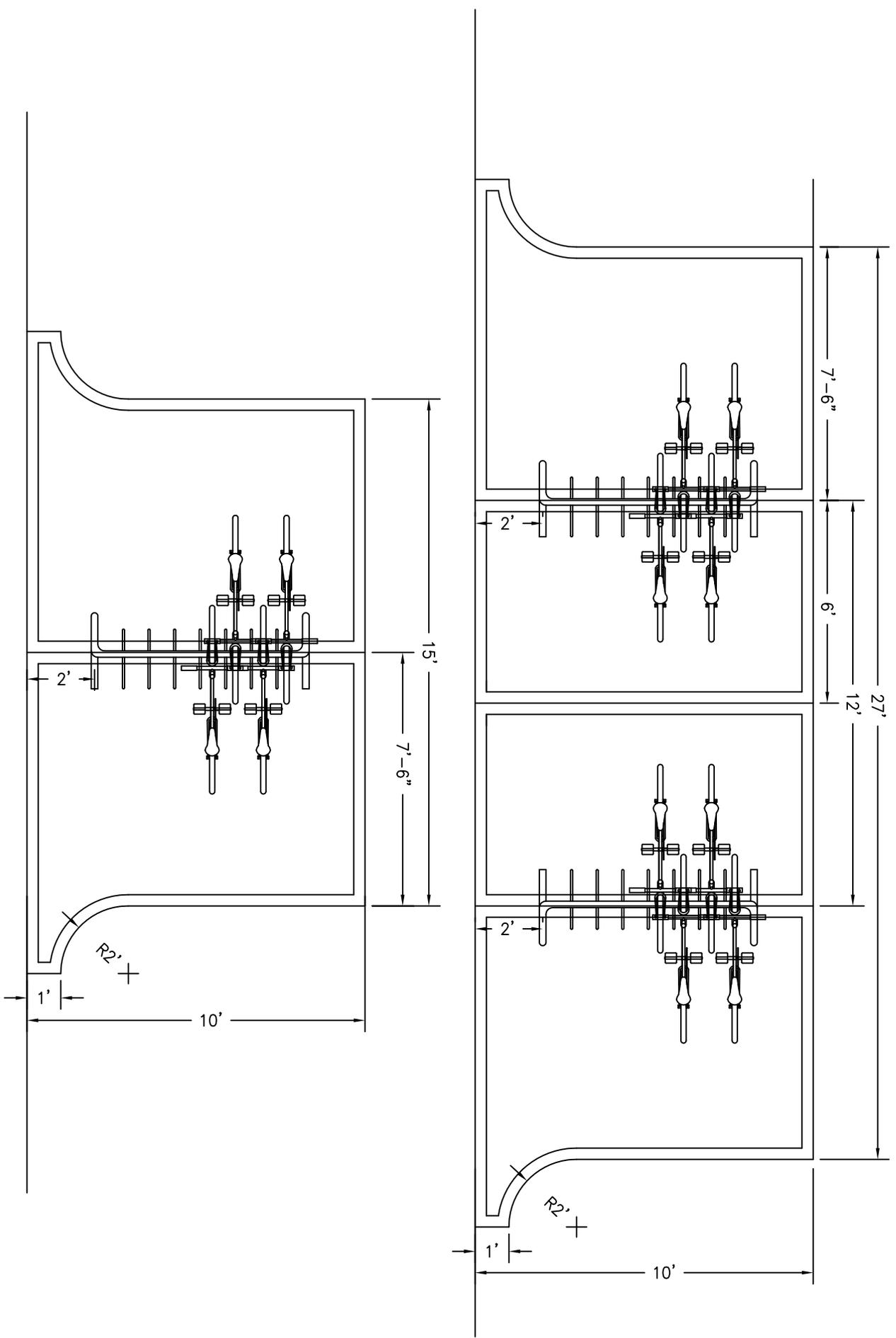
Mounting Arm Configuration

This photo shows a display extended to reveal the supporting electronics and the power supply.

Note: This two-arm mount is no longer used on the 40" display, as the single-arm design gives more space and is sufficient to support the display.

(reference: Delta Gamma sorority house)

-END of Appendix A-



 FACILITIES PLANNING DEPARTMENT 1205 14th Street Tuscaloosa, AL 35401 PHONE: (205) 348-8158 FAX: (205) 348-1588	Drawn: JBL
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date: 11-1-2010	

TYPICAL BIKE RACK LAYOUT

L1