00 00 10 Introduction

Coastal Carolina University’s (CCU) Office of Facilities Planning and Management establishes these Standards for the purpose of developing uniformity and benefitting the appearance, maintenance, and sustainability of the Campus. The intent is to make the design and construction process more efficient for the designer and the university.

Architects and Engineers are ultimately responsible for proper selection of materials in each building system for specific projects to protect the health safety and welfare of the public; these standards do not relieve the designer from that responsibility.

11 State Manual

CCU adheres to the procurement, design, and other requirements defined in the Office of the State Engineer (OSE) Manual for Planning and Execution of State Permanent Improvements - Part II. Confirm with the Project Manager and OSE the current edition of manual applicable for each project. This manual will also outline current codes and standards applicable to the project. More information can be found at the following website:

https://procurement.sc.gov/manual

At the onset of the project, the Architect is to confirm with the CCU Project Manager for the final project name and project number.

12 Office of Facilities Planning and Management

CCU Office of Facilities Planning and Management posts information relative to policies, professional services selection, and bidding for projects on their website:

www.coastal.edu/intranet/administration/facilities

For official correspondence, including the OSE form preparation, utilize the following information along with the State Project Number designated for the project:

Agency Name: Coastal Carolina University
Designated Purchasing Office: Office of Facilities Planning and Management
Delivery Address: 755 Hwy 544, Conway, SC 29526
Mail Address: P.O. Box 261954, Conway, SC 29528

13 Business Licenses

Design Professionals under contract with CCU shall coordinate with the City of Conway for requirements for Business Licenses for Design Professionals. Depending on project location, Design Professionals may need to coordinate with Horry and Georgetown County. Design Professional to discuss this with the CCU Project Manager.

14 Permitting

It is the responsibility of the Design Professionals to coordinate with all entities that are considered Authority Having Jurisdiction for all aspects of the project.

15 Owner/Office of State Engineer Review of Documents
The University must be provided the opportunity to review and provide comments on the Schematic Design documents and Construction Documents prior to the design team moving forward into the next phase of work.

When preparing the project schedule, the Design Professional must account for the time it take for Office of State Engineer to complete their review at the end of the Schematic Design and Construction Document phases. Refer to section 12 above.

16 Pre-bid Meetings

The CCU Director of Design & Engineering, CCU Project Manager or OSE Project Manager will typically lead the pre-bid meeting. The Architect shall be prepared to discuss an overall summary of the project. This needs to be discussed with the CCU Project Manager prior to the pre-bid meeting.

00 00 20 Design Requirements

21 General Design Criteria

Proposed architecture should demonstrate respect for the character of the University's existing buildings. Design shall strive to both enhance and unify the character of the campus. Buildings should be harmonious in scale and character to their neighbors and either respect or improve pedestrian and traffic movements on campus.

Design professionals are encouraged to have clear dialog with the project manager and building review committee (established at the start of each project) prior to the start of design to establish goals and criteria for which a site and building's aesthetic design will be judged.

It is the Architect and Engineer’s responsibility to review and include these standards into the contract documents prior to bidding any project. It is recommended that the standards not be downloaded and that design professionals visit the Universities website at the beginning of each project to ensure that updated standards are being utilized.

Any deviations from these design standards must be reviewed with and approved by the CCU Project Manager.

22 Campus Master Plan

Coordinate with the Project Manager on how a project design should relate to information in the University's Master Plan.

https://www.coastal.edu/masterplan/

23 Room Numbering

The Architect shall not provide room numbers for floor plans. Submit plans at the end of Schematic Design to the CCU Project Manager for the room numbering sequence to be employed on the project. This will allow for consistency between planning, construction, and occupancy. If there are plan changes after the original room number scheme is developed, the CCU Project Manager will recommend the revised numbering sequence.

24 Existing Conditions Information
CCU will provide surveying services related to the project and will provide a PDF and AutoCAD copy of the survey at the beginning of each project. Architect shall coordinate with the CCU Project Manager.

25 CCU Branding
The Architect and Engineer shall coordinate with the CCU Project Manager regarding which graphic logo should be used for a particular project. The design team should only use logos provided to them by CCU to ensure that the highest quality and correct image is utilized.

The use of CCU colors is encouraged in all designs. Materials should be specified as custom color match to the following:

- Teal: PMS 322 (100 cyan, 0 magenta, 38 yellow, 30 black)
- Bronze: PMS 875 (37 cyan, 53 magenta, 79 yellow, 7 black)

26 Owner Furnished/Contractor Furnished /Contractor Installed/Owner Installed
The Architect and Engineer shall coordinate with the CCU Project Manager regarding how specific items are to be procured and installed. It is a strong recommendation that a complete list of Owner Furnished or Owner Installed items be provided for review and approval. These items should be established on a project by project basis.

For consistency, it is recommended that the following abbreviations be used.

- OF / OI: Owner Furnished/Owner Installed
- OF / CI: Owner Furnished/Contractor Installed
- CF / CI: Contractor Furnished/Contractor Installed

27 AutoCAD Files and As-Built Drawings
At the completion of the project, the University requires that the design team provide current as-built plans in AutoCAD format. It is recommended that you discuss the requirements with the CCU Project Manager and CAD Manager.

As part of an additional service scope of work, CCU would like for Architects to include providing final as-built drawings on all fee proposals.

28 All Gender Restrooms
At the beginning of each project, the Architect shall discuss with the CCU Project Manager what the requirements will be for All Gender Restrooms. These will be designed in a fashion that will also serve as family restrooms.

29 Site Design/Development
Dumpster Locations: Architect to coordinate with local AHJ and trash service collection agency to determine access drive and bollard location requirements associated with dumpsters. Architect required to provide necessary screening.

Ground mounted equipment: Architect to provide adequate access to maintenance areas for CCU facilities staff to be able to access equipment. Confirm with CCU Project Manager on specifics of required access.
Coastal Carolina University Design Guidelines

00 00 30 Structural Design Requirements

Structural engineering calculations, analysis and design shall comply with the current state of practice among qualified structural engineers with particular emphasis on coastal high wind and seismic design provisions.

The use of automated analysis and design software is permitted provided it is a recognized commercially purchased program that complies with the current IBC. Any self-written software used must be accompanied by hand calculation proofs. In all cases, the structural Engineer Of Record is responsible for the accuracy of any computer generated analysis or design.

The structural design shall incorporate the current state of practice for all specific materials used as part of the structural system as defined by the specific material governing organization (i.e. AISC for structural steel, ACI for concrete and masonry).

Delegated design is acceptable for those specific structural subsystems typically designed by the subsystem manufacturer. These shall include, wood or metal trusses, steel joists, non-load bearing metal stud walls, pre-engineered metal building and precast concrete components.

Delegated design for any particular component shall be required in the specifications, submitted for review during the construction phase and be prepared and stamped by a registered Professional Engineer in the state of SC.

31 Structural Systems

All structural systems shown to adequately resist the code required loadings and that are consistent with required fire ratings are allowed for use with the exception of load bearing wood studs. The proposed structural system is subject to the approval of the university project manager for the intended application and building type.

32 Historic Structures

Existing buildings shall be considered historic structures if they are at least 50 years old or have been placed on the national register of historic structures. Historic structures shall be renovated in accordance with the provisions of the IEBC which largely exempts historic structures from meeting current structural code provisions. Renovations to historic structures shall at a minimum provide for the restoration of the original strength level of any damaged gravity load members.

33 Subsurface Investigations

CCU will procure and provide to the design team geotechnical investigation reports as required for the project based on the Architect providing a scope of geotechnical services needed.

All new construction projects shall involve subsurface geotechnical investigation during the early stages of design to confirm suitable foundation systems. Standard geotechnical principles shall be applied to the investigation, analysis and report. Site specific response testing and analysis shall be performed on all projects in excess of $5 million in construction costs in the hope of lowering the seismic demand requirement. Liquefaction analysis will be part of the geotechnical evaluations.

00 00 40 Sustainable Design Initiative
Coastal Carolina University desires to be responsible in its use of all forms of energy and to promote good health in the community. Sustainable principals that promote these objectives shall be incorporated into all building projects at the University. The Architect should discuss specifics in more detail with the CCU Project Manager.

On projects that are required to follow and document sustainable practices, the Architect shall use the Leadership in Energy and Environmental Design (LEED) program or Green Globes. The Architect shall be prepared to discuss the pros/cons of both programs with the CCU Project Manager.

## 00 00 50  Space Standards

**Custodial Space:** The following table suggests a sliding scale of requirements for custodial work space, central storage, and trash/recycling space that could be incorporated into design guidelines for new construction and remodeling.

<table>
<thead>
<tr>
<th>Building Area</th>
<th>up to 20,000 SF</th>
<th>20-30,000 SF</th>
<th>30,150,000 SF</th>
<th>over 150,000 SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Work Rooms</td>
<td>1@80 SF Note 1.</td>
<td>60 SF per 15,000 SF of building area or portion thereof. Note 2.</td>
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</tr>
<tr>
<td>Custodial Equipment &amp; Storage Rms</td>
<td>Included in Custodial Work Room</td>
<td>1 @ 100 SF</td>
<td>1 @ 100 SF</td>
<td>1 @ 150 SF</td>
</tr>
<tr>
<td>Trash Storage Rooms</td>
<td>1 @ 60SF</td>
<td>1 @ 80 SF</td>
<td>1 @ 100 SF</td>
<td>1 @ 150 SF</td>
</tr>
</tbody>
</table>

Note 1: If building has more than one story, provide an additional Custodial Work Room with floor sink with a floor area of not less than 48 SF on each of the other levels.

Note 2: Distribute area in 60 SF increments on each floor level.

**Conference Rooms:** The following table provides recommended sizes of conference rooms based on seating capacity.

<table>
<thead>
<tr>
<th>Seating Capacity</th>
<th>Conference Room Table Size (48&quot;)</th>
<th>Suggested Room size</th>
<th>Minimum Room Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6</td>
<td>84&quot; L x 48&quot; W</td>
<td>16'-4&quot; x 13'-4&quot;</td>
<td>15'-0&quot; x 12'-0&quot;</td>
</tr>
<tr>
<td>6-8</td>
<td>96&quot; L x 48&quot; W</td>
<td>17'-4&quot; x 13'-4&quot;</td>
<td>16'-0&quot; x 12'-0&quot;</td>
</tr>
<tr>
<td>8-10</td>
<td>120&quot; L x 48&quot; W</td>
<td>19'-4&quot; x 13'-4&quot;</td>
<td>18'-0&quot; x 12'-0&quot;</td>
</tr>
<tr>
<td>10-12</td>
<td>150&quot; L x 48&quot; W</td>
<td>21'-0&quot; x 13'-4&quot;</td>
<td>21'-0&quot; x 12'-0&quot;</td>
</tr>
<tr>
<td>12-14</td>
<td>168&quot; L x 48&quot; W</td>
<td>23'-4&quot; x 13'-4&quot;</td>
<td>22'-0&quot; x 12'-0&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seating Capacity</th>
<th>Conference Room Table Size (58&quot;)</th>
<th>Suggested Room size</th>
<th>Minimum Room Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10</td>
<td>120&quot; L x 58&quot; W</td>
<td>19'-4&quot; x 14'-2&quot;</td>
<td>18'-0&quot; x 12'-10&quot;</td>
</tr>
<tr>
<td>10-12</td>
<td>150&quot; L x 58&quot; W</td>
<td>22'-4&quot; x 14'-2&quot;</td>
<td>21'-0&quot; x 12'-10&quot;</td>
</tr>
<tr>
<td>12-14</td>
<td>180&quot; L x 58&quot; W</td>
<td>24'-4&quot; x 14'-2&quot;</td>
<td>23'-0&quot; x 12'-10&quot;</td>
</tr>
<tr>
<td>14-16</td>
<td>192&quot; L x 58&quot; W</td>
<td>25'-4&quot; x 14'-2&quot;</td>
<td>24'-0&quot; x 12'-10&quot;</td>
</tr>
<tr>
<td>18-20</td>
<td>240&quot; L x 58&quot; W</td>
<td>29'-4&quot; x 14'-2&quot;</td>
<td>28'-0&quot; x 12'-10&quot;</td>
</tr>
<tr>
<td>22-24</td>
<td>288&quot; L x 58&quot; W</td>
<td>33'-4&quot; x 14'-2&quot;</td>
<td>32'-0&quot; x 12'-10&quot;</td>
</tr>
</tbody>
</table>
Note 1: Care must be taken when placing furniture within the recommended conference room sizes. The size of the room must be adjusted based on the amount of furniture included within the room.

Note 2: Sizes of rooms are based on the size of conference room table referenced. If a different size table is used, the recommended room sizes must be modified accordingly.

**Offices:** Sizes of offices need to be specifically discussed during the programming phase to determine a set of standards for applying various size offices. Care must be taken when recommending offices sizes based on the type and amount of furniture that will be included within that office.