

Directions for Completing

PROJECT DESCRIPTION SHEET

The project Architect/Engineer shall complete a separate Project Description Sheet (Attachment #6) for each building of a project and submit the original with 2 copies to the Department of General Services:

- (1) to accompany the design development plans,
- (2) to accompany the final plans (prior to bid, after all revisions.) And
- (3) at such other times as requested.

Keep description brief, use abbreviations.

GENERAL

A. Give brief description of structure. When project has more than one building, give building title here.

B. State occupancy:

Garage or Parking number of vehicles;
Nursing Home, Dormitory or Hospital number of student or patient beds;
Auditorium or Gym number of seats;
Housing number of rental units;
Library number of volumes, number of carrels, number of seats,
(including carrels);
Dining Hall serving capacity per hour, number of seats;
Kitchen meal capacity;
University Academic Buildings number students each building,
number of classrooms, number of faculty offices;
Public Schools number of pupils, number of faculty offices,
number of classrooms;
Office of Administration Building number of personnel; etc;
Court Houses number of courtrooms, number of seats;

C. Give gross area in square feet, assignable area in square feet and length of perimeter walls in linear feet for each floor or level. Gross and Assignable Areas shall be figured on the basis of Assignable Area and Supporting (unassignable) Areas as defined in appendix D of this manual.

D. State gross volume of structure in cubic feet. Use height from underside of lowest floor construction system to average top of finished roof surface for each portion of areas above. For slabs on grade, use height from bottom of gravel.

- E. Figure efficiency both ways as indicated: as a percent and as a factor (e.g. 60% and 1.67).
- F. For additional information or continuation of other items.
- G. State whether facilities for the handicapped are included.
- H. State whether asbestos abatement is required.
- I. Draw a one-line plan view to a small scale; give basic dimensions and indicate number of stories of each portion of facility.

CONSTRUCTION

1. State types - spread footings, caissons, piles (timber, pipe, h, precast concrete, cast-inplace, pressure injected, etc.), grade beams, etc. If footings are on engineered fill, so state.
2. State types - structural steel, reinforced concrete, precast units, wall bearing or structural frame, timber, post-tensioned, etc.
3. State type and materials - curtain or bearing, solid or cavity, brick, brick and block, precast, metal, wood frame, with or without insulation, etc.
4. State type and materials - fixed or movable, bearing or non-bearing, brick, block, tile, metal, precast, gypsum, metal or wood stud and sheet-and-rock, concrete, etc.
5. State type and materials - precast or poured-in-place concrete, steel deck or form with concrete fill, steel or wood joist, flat slab, etc.
6. State finish materials - resilient flooring, concrete, carpeting, terrazzo, etc. (State total square yard area of carpeting and terrazzo). (Do not include toilet rooms in this item.)
7. State finish materials. (Do not include toilet rooms in this item.)
8. State construction - flat or pitched, wood, concrete or steel framing, metal deck, concrete slab, precast, gypsum plank, etc.
9. State materials - built-up, slate, asphalt shingles, galvanized, copper, etc.
10. State finish materials - paint, epoxy coatings, ceramic tile, glazed block, wainscots, plaster, etc. (Do not include toilet rooms in this item.)
11. State type and material - hollow metal or wood, solid core wood, glass aluminum and glass, overhead, roll-up, revolving, etc. (Include type of frames - hollow metal, steel, wood, etc.)

12. State type and material - fixed double hung, projected, casement, sliding, awning, pivoted, window wall, aluminum, wood, steel, stainless steel, bronze, etc.
13. State types and materials of construction and finishes for floor, walls, ceiling, including wainscots, type of toilet partitions, etc.
14. State number of each type plumbing fixture; give total number. Add types not listed in places provided. Give size and type of domestic water heater. Use the following abbreviations:

WC - toilet	SS - service sink	Lav - lavatory
UK - unit kitchen	U - urinal	LS - Lab sink
SH - shower head	KS - kitchen sink	SC - shower compartment
PS - pot sink	BT - bathtub	DS - dish sink
LT - laundry tub	FD - food waste disposal	SB - special bath
BP - bed pan sterilizer	HB - hose bibb	DF - drinking fountain
WH - water heater	WTC - water cooler	

15. State type of material, size and length (over 10 feet from building) for each type and size of sewer. State type and capacity (gallons) of septic system.
16. State type of materials, size and length (over 10 feet from building) of water lines. If from wells, state number and capacity. Include hot and cold water lines from a central facility.
17. State types and locations - sprinklers, standpipes, smoke or heat detectors, fire alarm system, extinguishers, hydrants, Fire Department connections, etc.
18. State types of systems including types of temperature control systems.
19. State whether plant is individual (state fuel) or central. State size and length (over 10 feet from building) of each outside line (steam, hot water, cold water, etc.) from a central plant.
20. Brief description. State cubic feet per minute quantities of total outside air and total exhaust air.
21. State types of systems, air conditioning tonnage, percentage of building that is air conditioned.
22. State service, distribution and utilization voltages, phase, amperage, overhead or underground service (give length over 10 feet from building), wiring method of building such as type, concealed or exposed, etc.

23. State electrical specialties such as audio-visual, stage lighting, lightning protection, intrusion protection, communication systems, emergency systems (e.g. battery units or generator), time system, power for computers, etc.
24. State items of site electric, such as exterior lighting, sub-station, etc.
25. State type and number of elevators, dumbwaiters, moving stairs, etc.
26. State type of construction, area in square yards and number of vehicles.
27. State type of construction and area in square yards. Give type of curbs and length in feet.
28. State type of construction and area in square yards.
29. State what built-in-equipment is included in project such as kitchen, snack bar, exhaust hood, special refrigeration, cabinet work, laboratory equipment, library stacks, wardrobes, special exhaust or waste systems, chalk and tack boards, draperies, pedestal floor (give area), etc.