

SECTION 1

INTRODUCTION

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	05/05/15	Manager, Infrastructure Services	Cross referenced with other sections
V4	02/07/18	Manager, Infrastructure Services	2018 general review update

1.0 Introduction

James Cook University (JCU) was established to pursue and encourage study and research, especially in subjects of importance to the people of the tropics. James Cook University is Queensland's second oldest university and through its research, graduates and industry links, is a major driver of economic growth and social change in northern Queensland.

Staff and students of JCU use its unique locations to conduct nationally significant and internationally-recognised research in areas such as marine sciences, biodiversity, tropical ecology and environments, global warming, tourism and in tropical medicine and public health care in underserved populations. Its network of specialist centres, institutes and research stations span a wide geographic area from marine islands to the outback and the students come from many backgrounds, promoting a rich cultural and experiential diversity on campus.

These design guidelines are the minimum acceptable standard and have been developed to ensure that projects delivered by JCU comply with the University's vision, are appropriate for the unique tropical environments and incorporate the lessons learnt from previous projects. The Deputy Director – Planning and Development is responsible to ensure these Design Guidelines achieve the best design outcomes for JCU.

1.1 General

These guidelines have been prepared by the Estate Directorate on behalf of James Cook University (JCU) to provide a unified and consistent reference for the design and key construction elements of all JCU owned buildings and infrastructure to be constructed and/or to undergo major refurbishment.

The Design Guidelines are informed by the University's strategic asset planning principles and underpin the design intent of JCU's built infrastructure. Deviation from the Guidelines may cause serious implications for JCU. However, the guidelines are intentionally non-prescriptive, and aim to encourage innovation and sustainable development.

The JCU Design Guidelines describes building and infrastructure design and construction practices, technical standards, specifications and principles to be followed, as well as defining the JCU procedures to be followed where design and construction may need to differ from these stated requirements.

While each section of the JCU Design Guidelines concentrates on a particular element, these sections cannot be read in isolation as the individual sections are not exhaustive and Consultants and Contractors are required to comply with all sections of the JCU Design Guidelines.

1.2 Purpose of Design Guidelines for Consultants and Contractors

The Design Guidelines collate the detailed requirements for the design and construction of JCU projects for the understanding and use by Consultants and Contractors.

This document forms a part of all design and/or construction projects and is in addition to the project specific 'Scope of Work' or Project Brief. All contracts must specify the Edition and Amendments of the Design Guidelines pertaining to the project.

The suite of guidelines, specifications, and standards currently consist of the latest versions of:

- these Design Guidelines;

- JCU Style Guide (online only);
- Disability Access Reports (Disability Audit Report Stage 1 June 2007, Disability Audit Report Stage 2 December 2007) (refer to JCU Project Manager);
- Asbestos Management Plan (refer to JCU Project Manager);
- Fire & Evacuation Report (Townsville) (refer to JCU Project Manager).

The latest version of the JCU Design Guidelines is available on the Estate Directorate home page:

<https://www.jcu.edu.au/estate-directorate/campus-planning/information-for-consultants-and-contractors/design-guidelines>

1.3 Use of Design Guidelines

The Design Guidelines must not be deviated from in procedure or content without the written approval of the Deputy Director – Planning and Development, JCU Estate Directorate.

The Design Guidelines attach to the Project Brief. The Project Brief is project specific and provides additional and more explicit details peculiar to functionality requirements and expectations, and includes functional spaces and indicative areas, relationship diagrams, preliminary room data, and other information crucial to the project.

The Project Brief compliments and may include additional requirements over and above the Design Guidelines, but shall not be used as a substitute for the Design Guidelines.

The Design Guidelines shall not be used by Contractors or Consultants as a substitute for the production of comprehensive Specifications for inclusion in Tender or Construction documents.

Special needs identified in the Project Brief or changes to statutory or regulatory measures occurring after the date of this version of the Design Guidelines may require a departure from some of the general standards outlined in the Design Guidelines. This approval will be sourced by the JCU Project Manager from the Deputy Director – Planning and Development.

Each section is an integral part of the Design Guidelines. Consultants and Contractors (where applicable) are required to comply with all relevant parts of the document, not only the specific discipline/trade sub sections.

JCU conducts peer reviews of design documentation (particularly services) in SD, DD and CD prior to tendering. All consultants and contractors are to allow at least 2 weeks for these reviews, and at least 1 additional week to make required revisions. All revisions are to be included in the design fees.

All the engineering and service sections contain specific information required to be submitted at each design stage, failure to provide adequate information through the design process could delay connections to JCU infrastructure services. Delay claims will not be entertained for non-adherence with this requirement.

1.4 Legal Requirements

A key function of the Design Guidelines is to uphold JCU legal obligations and commitments.

It is the responsibility of the Consultant and/or Contractor to ensure all legal requirements, standards and obligations pertaining to design and/or construction of a facility are diligently met when undertaking work for JCU.

Where there is a difference between the current Design Guidelines and the NCC, Standards or Acts, the Guideline, Code, Standard or Act that provides the highest standard of risk mitigation shall take precedence.

In all cases of potential conflict, appropriate consultation with the JCU Project Manager and Deputy Director – Planning and Development must occur and approval to deviate from these guidelines must be obtained.

1.5 Interpretations & Definitions

Principal

For all University projects the Principal shall be JCU through the Estate Directorate:
The Director, Estate Directorate - Angus Smith Drive, Townsville, Queensland 4811

Construction Authority

The Construction Authority for all University projects shall be the Estate Directorate.

Superintendent

Unless nominated otherwise, the Superintendent shall be the JCU Project Manager.

Project Manager

Generally, communications with the University, requests for approvals etc., shall be addressed to the JCU Project Manager in the first instance. The Project Manager shall arrange for subsequent internal approvals as required.

Definition of 'Approved' for Buildings

Wherever the words 'approved' or 'approved by JCU' are used in connection with building approvals, they shall mean approval by the approval process detailed in JCU Design Guideline Section 3.

Building Areas & Definitions

Building Areas for JCU projects shall be measured in accordance with principles established by the Tertiary Education Facilities Management Association (TEFMA). All areas are measured in square metres.

Fully Enclosed Covered Area (FECA) - is the sum of all fully enclosed covered areas at all building levels, including basements (except unexcavated portions), floored roof spaces and attics, garages, penthouses, enclosed porches and attached enclosed covered ways alongside buildings, equipment rooms, lift shafts, vertical ducts, staircases and any other fully enclosed spaces and useable areas of the building, computed by measuring from the normal inside face of external walls but ignoring any projections such as plinths, columns, piers and the like which project from the normal inside face of exterior walls.

It shall not include open courts, light wells, connecting or isolated covered ways and net open areas of upper portions of rooms, lobbies, halls, interstitial spaces and the like, which extend through the storey being computed.

Note: Atriums and light wells are only measured at the base level. Do not include the area of the non-existent floor slab at upper levels.

Unenclosed Covered Area (UCA) - is the sum of all unenclosed covered areas at all building floor levels including roofed balconies, open verandas, porches and porticos, attached open covered ways alongside the building(s), useable space under the building(s), unenclosed access galleries (including ground floor) and any other trafficable covered areas of the building which are not totally enclosed by full height walls. The UCA is computed by measuring from the inside face of any enclosing walls, balustrades or supports, but excludes connecting or isolated covered ways and eaves, overhangs, sun shading, or awnings unless they relate to clearly defined trafficable covered areas.

Gross Floor Area (GFA) - is the sum of the Fully Enclosed Covered Area (FECA) and the Unenclosed Covered Area (UCA). $GFA = FECA + UCA$ (m²)

Usable floor Area (UFA) - is the sum of the floor areas measured at floor level from the general inside face of the walls of all spaces related to the primary function of the building. This will normally be computed by calculating the FECA and deducting common use areas, service areas and non-habitable areas.

If an area which may be deemed as 'common use' or 'service area' e.g. entry foyer, tea room, or store room, is included in the briefed Schedule of Areas, then those areas shall be included in the calculation of UFA. Foyers to large lecture theatres should be treated as UFA.

In some cases, the UFA may include some external covered areas which relate to the primary function of the building but are not part of the FECA e.g. covered play area for a Child Care Centre, open roofed civil engineering hydraulics-modelling laboratory.

'Common use area' includes corridors which are defined by partitions, but do not include passages and secondary circulation areas associated with 'open plan' spaces.

'Non-habitable area' is the area occupied by internal columns and other internal supports, internal walls and permanent partitions, service ducts and the like.

1.6 Departures from the Design Guidelines

All requests for deviations from current Design Guidelines shall adhere to the following process.

Initial Request and Recommendation

A request for approval of the variation must be made to the JCU Deputy Director – Planning and Development through the JCU Project Manager. In some instances internal consultation with other University staff will be required and adequate time needs to be allowed for this process to occur. These recommendations shall form a part of the 'Pre Tender Approval' process.

Final Approval

A recommendation for approval must be obtained from the JCU Deputy Director – Planning and Development prior to the calling of construction tenders. Approvals for non-compliances required post tender shall follow the same process.

Design Guidelines Review

All approved deviations from these guidelines will be forwarded by the JCU Project Managers to the email alias EDInfrastructure@jcu.edu.au for consideration in future Design Guidelines amendments.

Any other suggestions from consultants and from Lessons Learned sessions are to be forwarded to the same email alias.