

Policy Statement Number: PS 23
Title/Topic: **Facilities Design and Development**
Effective Date: 08/30/2004
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I. Purpose:

Provides for (1) an integrated approach to planning and design to create and maintain a physical environment consistent with LSU's status as the state's flagship university and in keeping with the 2003 Master Planning Document; (2) the long term stewardship of LSU's facilities, environment, and space resources in support of the academic and strategic objectives of the University and in keeping with its established aesthetics.

II. Strategic Direction

To monitor, maintain and enhance LSU's physical infrastructure by:

Pursuing a campus facilities planning process in keeping with the long-range needs of the institution (2003 Master Planning Document) and cognizant of its architectural and aesthetic vision

Investing regularly in the upkeep of existing facilities to facilitate the preservation and appreciation of LSU's physical assets.

Ensuring that routine facilities services provide a campus that is functional, well-maintained, environmentally safe, and physically attractive

Ensuring the efficient use of campus facilities

III. General Policy:

This policy establishes a direction for campus facility development. It functions to ensure that the campus environment is a place where students, faculty, staff and the community at large can live, learn, work and play safely and in a setting that is aesthetically pleasing and supportive of the mission of the University. The policy represents a commitment to the protection of those architectural, functional, and aesthetic qualities that have distinguished the LSU campus since its inception. The policy affirms that the decision-making process with regard to facilities should emphasize efficiency and the promotion of human comfort and environmental health.

The intent is to move toward a campus whose physical design privileges the pedestrian and provides for his/her ease of mobility throughout campus.

IV Planning Structure

The University directs the overall campus physical planning effort through the following administrative structure and responsibilities:

A. Chancellor: Provides final campus authorization for all facility design and development proposals.

B. Executive Vice Chancellor & Provost

1. Assigns priorities to programs and capital projects.
2. Coordinates the overall administrative planning activities.
3. Chairs the University Planning Council

C. Vice Chancellor for Finance and Administrative Services: Coordinates the financial planning activities associated with operating and capital budgets.

D. University Planning Council: A ten-member body chaired by the Executive Vice Chancellor & Provost, charged with leading and overseeing planning for the University. This standing committee is the successor body to previous University Strategic Planning Committees.

E. Facilities Design and Development Committee: An advisory committee appointed by the Executive Vice Chancellor and the Chancellor and charged with monitoring and making recommendations regarding the physical development of the campus in accordance with the University's Facilities Master Planning and Long-Range Development Document which addresses building use, land use, facility location, circulation (pedestrian and vehicular) and parking.

1. Functions: The general functions of the committee are:
Review and make recommendations regarding the University's long-range facilities development plans and capital outlay projects.
Recommend policies, procedures, and physical development guidelines.
Perform the oversight activities associated with a comprehensive physical planning effort consistent with steps outlined in Planning Process (V.).

2. Membership: The membership of the committee includes:
One representative of each appointed by each of the following: the Faculty Senate Executive Committee, the Staff Senate Executive Committee, the Student Government Executive Committee.
One faculty member from each of the following areas: architecture, landscape architecture, and civil engineering.
One representative for each Vice Chancellor.
Ex-officio (non-voting) representatives from each of the following offices: Computing Services; Facility Services; Public Safety; University Registrar; Athletic Department; Hebert Law Center, Office of Disability Services and the LSU Agricultural Center.

3. Terms: The terms of appointment to the committee are:

The faculty representatives serve staggered, three-year appointments. The Faculty Senate, Staff Senate, and Student Government representatives serve one-year appointments. Representatives of the Vice Chancellors serve at their pleasure.

F. Office of Facility Services

1. Develops and maintains a comprehensive facility data base (inventory and supporting documentation) of University facilities and land.
2. Manages day-to-day activities associated with processing and/or evaluating proposals for space requests, assignments, changes, allocations, etc., to effect optimum utilization of existing space resources, and to ensure that the immediate space needs of the University community are met.
3. Conducts needs assessment studies to determine the short-term and long-term space needs of the University community.
4. Formulates and/or evaluates alternative schemes and strategies (solutions, plans, projects, etc.) required to satisfy the stated space needs.
5. Develops and/or coordinates facility programs and plans involving consolidation, renovation, reallocation, relocation, conversion (adaptive use) and new construction.

V. The Planning Process

- A. Document existing conditions (current programs and survey of existing physical resources)
- B. Analyze & evaluate program growth and/or change as well as technical innovations and trends
- C. Assess current and future facility needs
- D. Devise a strategy and action plan to meet needs using planning principles and development concepts outlined in the 2003 Master Planning Document.
- E. Strategies and action plans for new construction and/or major alterations should:
 1. Include 1% capital allocation for the acquisition and installation of art into new and/or renovated facilities.
 2. Conform to 2003 Master Planning Document guidelines
 3. Maximize infill opportunities to utilize existing infrastructure
 4. Minimize opportunity costs
 5. Provides a facility suitable for existing programs, future programmatic expansion, and ancillary uses

F. University art installations are intended to add to the institutional culture and not distract from it. The inclusion of objects d'art as part of new construction and renovations should enhance the landscape and environment in which it is installed and should take into consideration:

Future development plans; long-term integrity and maintenance of piece; the aesthetics and functions of the space the piece inhabits; the sensibilities of those who will live and work within the art's domain; the architectural vision creating the facility; the Master Plan; and the site's physical use and needs.

VI. Procedures for Review of Requests

There are established protocols for the review and approval of requests to alter facilities and/or their usage. Outlined are procedures for the review of two types of requests (minor and major). In both instances, there should be considerable collaboration with Facilities Development. The chart, *Process for Review of Major & Minor Requests*, outlines the movement of minor and major requests through the approval processes prior to implementation

A. Minor Requests

Minor request procedures are followed for minor alterations and/or renovations to existing facilities controlled by the requestor. A minor request form should be completed and approved by the division Vice Chancellor. Upon the Vice Chancellor's approval, the minor request form should be sent to the Manager of Campus Planning at Facilities Development for processing. The Office of Facility Development and the Chair of the Facility Design & Development Committee review the minor request and ensure there are no issues that warrant the use of the major request process. Alterations to the exterior of an existing facility must follow the major request procedure. Minor requests that pass the review are then eligible for implementation.

B. Major Requests

Major request procedures are followed when the proposal involves a significant change in the current use and function of a space, renovations or alterations to the visual character of a facility, alterations to permanent sculpture and works of art, and/or requests that involve new construction or capital outlay funding.

Major requests move through various administrative levels and committees for review and/or approval prior to review by the Chancellor. This process ensures that there is appropriate input from other campus entities and that requests are consistent with the 2003 Master Planning Document and follow the planning process outlined above (Section V). Complex major requests (e.g., new facilities) will move through the Facilities Design & Development Committee a minimum of two times.

First Review: A completed major request form outlines a preliminary program, cost-range, possible site locations, and a contextual analysis. Design solutions are not presented at this time. The Facilities Design & Development Committee

(FDDC) reviews the request, ensures the request adheres to the 2003 Master Planning Document, and makes a priority recommendation.

Second Review: Once the project has been fully developed conceptually, prior to completion of the schematic design, the project request is reviewed a second time by the FDDC. The FDDC will make recommendations based on (1) congruence of the request with the 2003 Master Planning Document and (2) conformity of the existing project with the contextual analysis.

For complex projects ad hoc Facility Design Review Advisory Committees may be established at the discretion of the FDDC Chair. The ad hoc committees may include individuals who are not members of the FDDC and will normally include design professionals. The ad hoc Facility Design Review Committees make recommendations to the FDDC based on their reviews of the criteria appropriate to each project.

Criteria:

1. 2003 Master Planning Document – The project must adhere to the principles and guidelines within the planning document
2. Contextual Analysis – A graphically presented site inventory and analysis illustrating concerns that designers must address in the project's design. The contextual analysis is prepared by Facility Development.
3. Facility Type & Location – Types of facilities may be broken down into relevant groups and their common attributes expressed. New projects would be required to respond to the appropriate attributes. For example, a building that is a background building would be expected to follow a different set of attributes than a building that is a major focal point. Facility Type and Location is a sub part of the Contextual Analysis.
4. Program Elements – Has the design addressed the program elements satisfactorily?

VII. Definitions

Campus master plan: a three-fold system of planning consisting of programmatic, physical, and financial planning

Facilities: any building or portion thereof, site, street or park (PS-70)

Needs assessment: determining the individual and collective facility needs of the University's programs

Zone development: the geographical clustering together of interrelated or compatible functions and/or disciplines.

Referral Documents
2003 Master Planning Document
Campus Design Guidelines (1994)