The University of California, Davis Medical Center (UCDMC) Campus Standards & Master Specifications (CSMS) manual is written to provide information regarding preferred and required products, mandatory design constraints and model specifications for all construction at UCDMC facilities. These criteria are to aid the design professional in the development of a successful project, meeting the requirements of the UCDMC. This document is not aimed to replace the work of the design professional or their best judgment, nor is it to be taken verbatim as a contract specification. The goal is to ensure that the campus is provided with functional and long-lasting buildings based on experience with existing campus buildings and maintenance issues that have been encountered.

The CSMS is divided as follows:

PART I - ADMINISTRATIVE REQUIREMENTS
An overview of the campus processes that are involved in a typical capital project. Since these processes are frequently updated, they are maintained exclusively by Facilities Design and Construction (FD&C).

PART II – DESIGN REQUIREMENTS
General site and building requirements. These are meant to be complementary to the requirements defined in the Detailed Project Program. Specific CCR, ADA, OSHPD requirements, as well as other applicable codes, requirements, or documents (such as the long range development plan, project EIRs, etc.) must be conformed to as well.

PART III – CONSTRUCTION
Design guides for the development of specification sections. Design criteria, levels of performance, preferred or required materials are listed where possible.

PART IV – MASTER SPECIFICATIONS
Specification sections that have been created by the University to be reviewed and edited by the design professional to make project specific.

PART V – DRAWINGS
Typical details and design standards used on campus.

PART VI – APPENDIXES
Abbreviations & definitions and special design standards for student housing, animal facilities and bio-safety laboratories.

CSMS LOCK-IN DATE
Project plan reviews throughout the life of a project shall be coordinated with the CSMS in effect at the time a project starts the preliminary design phase. The design professional shall note CSMS with the applicable year on the project’s code analysis drawing sheet.

PROCEDURES FOR DEVIATING FROM CSMS
If the Project Manager (PM) or design professional wishes to deviate from the standards set forth in this document, a formal process shall be followed. Submit in writing to the PM the proposed deviation from the standards (i.e., adjustable baffles on fume hoods, 5% contingency in schematic design, etc.) with adequate advantages and disadvantages, estimated cost, and life cycle cost (if applicable). The PM forwards this deviation to the UCDMC FD&C Manager (Campus Architect) for review. The item is approved or disapproved by the Campus Architect and returned to the interested parties with a copy to the file.
PROCEDURES FOR ADDITIONS/REVISIONS TO CSMS
Additions/revisions to the CSMS can be submitted throughout the year to the Contracts Group. Anyone may submit a change. Changes from a department are to be submitted by the supervisor, i.e. changes to the door hardware specification from the Lock Shop are to be submitted by the manager of that unit.

Submit change requests by email to contracts@ucdmc.ucdavis.edu. Obtain an electronic copy and make changes to the text with the “track changes” feature on, or submit the change referencing the section, description of change, author, and justification. Use red strikethrough for deletions and blue text (or underline) for additions. Provide a brief analysis of the cost impact and work with FD&C to complete the life cycle cost model (to be provided upon request). The life cycle cost model provides net present value of the proposed change and calculates the simple payback period.

Changes are compiled and sent to the Campus Standards & Master Specifications review committee. This committee, consisting of key individuals from various campus departments (Police, Parking, FD&C, Fire, Plant Operations and Management, Planning, etc.), reviews the proposed changes. The committee will consider the life cycle cost analysis along with other pertinent information to evaluate the proposed changes. The acceptable payback period for each building or infrastructure component may differ pending the life expectancy of that system. Refer to the Design Requirements of the CSMS for the recommended payback period for the type of system. The committee’s recommendation will be reviewed with UCDMC constituents and Campus Planning Executive Committee for final approval. The changes are adopted, rejected, or altered. Further action or discussions may be required before inclusion in the CSMS.

After changes are finalized, the CSMS website is updated quarterly with the new information. The changed pages with the footer noting the month and year are included in the master copy. Design professionals are referred to the website link to the version of the CSMS referenced in their executive agreement.

[End]