

## APPENDIX 4 A

### Board of Regents of the University System of Georgia

#### Guidelines for Building Programming

This document has been developed for the purpose of assisting units within the University System with the development of architectural programs for new facilities and renovations. The function of a building program is to establish the goals and spatial needs and relationships of the project that are within budget and that will provide guidance to the architect during the design phase of the project.

The program should be a narrative statement that follows the Program Outline (App. 4 A-2). The project Concept should describe the needs and goals of the institution. The User profile should identify and describe the users of the facility being programmed. Site information should include factors such as site selection process, relation to campus master plan, location, proximity to related facilities, environmental issues, historic properties issues, pedestrian and vehicular access requirements, parking requirements, building service requirements (utilities), demolition requirements of any existing structures on site, and any other special features or requirements of the site that may be needed for the building. The Building requirements should include general information about the overall image and level of finish, any special building systems requirements



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### SPACE/ROOM DATA SHEET

PROJECT NAME:

INSTITUTION/PROJECT NUMBER:

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No. of spaces like this required:

1. Use/Functional Component (Division, Department, Etc.):
2. Name of space:
3. Purpose:
4. Desired floor area (net sq. ft.):
5. Architectural features:
  - a. Ceiling height:
  - b. Suggested materials for:
    - Floor -
    - Walls -
    - Ceiling -

c. Acoustical requirements (optional):



# **PROGRAM BUDGET ANALYSIS**