Owner's Responsibilities

The following list includes items for which the Owner typically assumes responsibility. The responsibilities listed in this section are not inclusive and do not remove the obligation for both the University and the Designer to adhere to the terms of the contract.

1. **Owner Designer (O/D) Agreement**
   Once the Designers proposal has been accepted the Owner will develop and send to the Designer an O/D Agreement covering the Designer’s work on this project.

2. **Boiler Plate Documents**
   These documents can be accessed through the Sharepoint portal of Facilities. Contact the Project Manager for obtaining access.

   In general the Boiler Plate Documents will include all Bidding Documents and Contract Forms.

3. **Architectural Program**

4. **Scope of Design Services**

5. **Establishing project budget and schedule (if not included in the Program)**

6. **Site Survey**
   When the Designer begins design the Owner will furnish to the Designer, if applicable, electronic and paper copies of the most recent site plan and utility maps for the projected building location.

   Once the extent of construction is clearly established, the Owner will arrange for a soil boring survey based on suggested boring locations provided by the Designer. This survey will be supplied to the Designer for use in the design process and inclusion in the Construction Documents (CD’s).

7. **Soils Borings and Construction Testing**
   All testing of soil, backfill, compaction, asphalt, concrete, steel and masonry will be contracted by the Owners.

8. **Landscape Guidelines**
   When landscaping materials are part of a project the Owner’s Landscape Architect will provide the design of the irrigation and select the plant materials. The Landscape Architect’s drawings will be given to the Designer for inclusion into the Contract Documents. Site furnishings (benches, bicycle racks, etc.) will be furnished and installed by the Owner. The Landscape Architect will show any required topsoil and sleeves under sidewalks and roadways for irrigation.
9. Design Guidelines

10. Hazardous materials testing and coordination for removal
    The Owner typically conducts a thorough survey of the project area prior to development of the
    CD’s. The Owner’s Project Manager (PM) will review this survey with the Designer. The Owner
    expects the Designer to make the Owner aware of any questionable materials that the Designer
    suspect the Owner may have missed. Removal of lead, asbestos and other hazardous materials
    will typically be the responsibility of the General Contractor.

11. The coordination of distribution of drawings for in-house reviews

12. Coordination of in-house reviews

13. Coordination of Use/Occupant reviews

14. Coordination of Interior Design related needs

15. Coordination of User/Occupant moves

16. Coordination of University Approval Committee reviews

17. Loose furniture and equipment
    In general, loose equipment, furniture and window coverings, will be furnished and installed by
    the Owner for each project. Equipment and furniture is considered loose when it has no
    permanent connection to a utility or the structure. The PM will review with you the specific
    equipment so appropriate notes can be made on the drawings.

    Equipment is considered fixed when it is permanently attached to the structure or ‘hard’
    connected to a utility. Fixed equipment will usually be furnished and installed by the Contractor.
    In the event that equipment is to be Owner furnished, it will need to be specifically noted in the
    contract documents. The Designer will be responsible to see that all utility requirements for the
    equipment are included in the contract documents.

18. Building information access – all design phases

19. Access to existing building systems information archive (blueprints, specifications, etc.)

20. Interior Room Signage
    The Owner will supply all interior signs to the Contractor for installation. The designer shall
    supply the Owner a copy of final floor plans with final room numbers for preparation of interior
    sign schedule.
21. Interior Room Numbering
   The Owner will review and approve all room numbers for projects. The Designer shall supply
   the Facilities Department with a copy of the floor plan(s) during the Design Development phase
   for the room number approval.