The following procedures and requirements (hereinafter referred to as the Guidelines) are to be followed by any fraternity or sorority planning to construct a new house on an unimproved lot on campus of the University of Florida (UF), or to renovate, or to make additions to an existing house on campus, if the planned renovation or addition will substantially affect any foundation, electrical or mechanical system, floor, wall or roof of the existing house. For purpose of these guidelines, “campus” includes the main UF campus and Sorority Row properties that are on state-owned land or land governed by deed restrictions that bind the property to UF rules and regulations.

I. Planning Phase

A. Fraternity/Sorority projects that propose to construct or modify an on-campus house must first notify the Facilities Planning and Construction Division (FPC) of their intent and provide a description of the project.

B. The Fraternity/Sorority must advise FPC of any variance from the applicable deed or sub-lease restrictions such as number of beds, setbacks, etc. that are required for the proposed project. FPC shall review the requested variance. A determination will be made as to the approvals for the variance requested and the steps required to obtain the approvals.

C. FPC shall provide a review of campus master plan consistency issues for consideration in the design process (except in those instances where a planned renovation will not expand the outer perimeter of the walls, porches, overhangs, steps or paved areas of, or on the lot of an existing house).

D. The Fraternity/Sorority project is strongly encouraged to pursue green building techniques. To this end, FPC will provide staff support for LEED accreditation application. The Owner or Owner’s representative should consult FPC staff early in the planning and design phase for assistance and best practices.

E. The Owner shall ensure the following information is provided to FPC:

1. Names of the President, chairperson of the fraternity/sorority house corporation and faculty adviser.

2. The Owner shall provide a copy of any required approval for the construction from its National organization.

3. The name(s) of the owner of the buildings and all improvements to the property.

4. If the owner's representative is not an officer of the corporation, the corporation must provide proper authorization for the individual to act on behalf of the corporation.

5. Revised property description for use by the university in amendments to the property lease as may be required.
II. Design Phase

A. All construction documents shall be prepared by an Architect/Engineer licensed to practice in the State of Florida.

B. All construction documents shall be in accordance with all applicable codes as administered by the UF Environmental Health and Safety Division. List of effective codes and UF construction permitting process information can be found at: www.ehs.ufl.edu.

C. The minimum requirements for construction documents shall consist of:

1. Site Plan (except in those instances where a planned renovation will not expand the outer perimeter of the walls, porches, overhangs, steps or paved areas of, or on the lot of an existing house). The Site Plan documents shall include existing conditions survey with a tree survey indicating the size, species and condition of existing trees greater than three inch diameter at breast height (DBH);

2. Construction Drawings;

3. Specifications,

4. Proposed Contracts, including the Owner-Architect/Engineer and Owner-Contractor Agreements.

E. Review and approval process for the project scope and project site plan consists of:

The Fraternity/Sorority (hereinafter referred to as the Owner) shall provide (except where no site approval is required) information on the project scope and the proposed site plan to Facilities Planning and Construction (FPC) who shall in turn submit the information for review to the following committees:

- University Land Use and Facilities Planning Committee (site plan, building elevations, ground floor plan)
- Lakes Vegetation and Landscape Committee (civil and site plan, landscape plan, tree removal and mitigation)
- Transportation and Parking Advisory Committee (site plan, ground floor plan)
- Preservation of Historic Buildings and Sites Committee (site plan, building elevations, ground floor plan)

Approval, conditional approval, or rejection of the site plan shall be given after each Committee meeting. The Owner and/or the design professional of record shall present the project to the Committees. Review committees typically meet once per month. Project schedules should anticipate approximately 45 days to complete a review by multiple committees. Complex projects or those given conditional approval by a committee may be required to present at additional phases of design completion.

F. Review and approval process for the construction documents consist of:
Appendix H

Prior to the commencement of any construction, the construction documents must be signed and sealed by the Architect/Engineer of record, and four (4) sets of the documents submitted to FPC for approval by UF. FPC in turn shall submit the construction documents to the Coordinator of the Americans with Disabilities Act Compliance Office (ADA Office), the Environmental Health and Safety Division (EHS) and to the State Fire Marshal for review and comment. Two additional sets are required for review by Physical Plant Division (PPD) and two separate Site Plan sheets shall be provided to FPC for distribution to the University Police Department (UPD) and the Transportation and Parking Office. Drawing sets for PPD, UPD, and Transportation and Parking do not need to be signed and sealed. When all revisions and corrections to the construction documents required by the University review are completed, and revised (signed and sealed) sets are provided to FPC, the Owner will be notified by letter of the final approval of the construction documents. The University approval of the construction documents is generally provided within 3 weeks of submittal.

III. Construction Phase

It will be the responsibility of the Owner of the building and all improvements to the property to assure that:

A. All construction work shall be done by a general contractor (hereinafter referred to as the Constructor) licensed by the State of Florida to do such construction. The Constructor shall comply with the University’s construction permitting and code compliance inspection program. The Constructor shall contact EHS to determine the building-permitting fee and obtain approval of the inspection plan prior to mobilizing for construction on campus. University’s Building Permit obtained from EHS is required prior to the start of the construction.

B. The University recommends to Owner that it consider obtaining a payment and performance bond for the project. The project is lienable under Florida Law, as any other private construction project.

C. The Constructor shall provide lists of Constructor and his/her subcontractors’ employees to University Police Department (UPD) for background checks prior to commencement of construction. The information provided to UPD shall be updated as change in personnel occurs during the construction phase.

D. The Architect/Engineer who prepares the plans shall be required to make, and shall be responsible for, all site inspections, approvals of phases of construction and payment authorizations; and, further, shall allow the University complete access to the construction site for inspections that the University, primarily FPC, ADA Office, EHS, PPD and, UPD may deem necessary or appropriate.

E. At the time of substantial completion, the Architect/Engineer and the Constructor shall demonstrate to PPD that all plumbing, mechanical, electrical systems specified in the construction documents are performing as specified.

F. The Constructor shall obtain a University's Dig Permit from PPD prior to any digging on or near the site. Any repairs or connections to University utility services must conform to PPD standards and be noted in accurate as-built drawings provided to PPD.

G. Promptly after completion of all construction and the demonstration required in Article II.F above, the Architect/Engineer shall furnish to FPC one set of as-built drawings and record copy of the specifications of the project and AutoCAD as-built drawing files of the project in AutoCAD version currently adopted by PPD. This project documentation shall be provided in addition to the contractual requirements between the Owner and its Architect/Engineer consultant at no cost to the University.
IV. Utilities

The cost to extend utility services (water, electricity, sanitary sewer, storm sewer, telephone, etc.) to the new construction shall be borne by the Owner. Additionally, the Owner shall pay an incremental or proportional cost of any utility facilities improvement made necessary by the construction. The cost of extending utilities shall be guaranteed by the house corporation. The architect/engineer shall confer with PPD to determine the requirement for metered utility. To the extent that the project receives utility services from the University, the architect/engineer shall conform to the University Design & Construction Standards for utilities infrastructure design and University utility policy. During the design phase, utility demand load calculations shall be provided to FPC for distribution to the Physical Plant Division to ensure system capacity. During the construction phase, PPD shall receive a copy of all site and utility-related submittals.

V. Guarantee

Any Owner undertaking any construction project subject to the procedures and requirements set forth in this document, guarantees that the construction project will be performed and completed in strict compliance with the approved construction documents. The guarantee shall be provided by the house corporation or the national organization. If neither corporation has sufficient assets, personal guarantee shall be provided.

VI. Disclaimer

As a condition precedent to proceeding with any construction project, each Owner undertaking any project subject to the terms of the these guidelines and construction documents, acknowledges and agrees that neither the University (acting for and on behalf of the Board of Trustees) nor any of its employees or agents shall assume any responsibility or liability of any kind or nature for inferior or negligent construction of the project, for personal injury or death to any person or damage to property because of having approved the construction documents, regardless of whether the construction documents contain defects of any kind or nature, damages caused by negligent acts even if they do not arise out of construction documents; and assumes no obligation to inspect the various phases of construction of the project.

Similarly, although the University may inspects the project, it shall assume no responsibility or liability of any kind or nature whatsoever for injury or death to any person or for property damage as a result of any defect in construction or deviation in the construction of the project from the construction documents.

If the Constructor deviates in the construction of the project from the construction documents, failure to inspect the project or to object to such deviation at the time of any inspection by the University shall not constitute an approval by the University to such deviation or prohibit the University from thereafter requiring the deviation to be corrected so as to be in strict compliance with the construction documents and the applicable codes and standards; and it shall not release the Owner conducting such construction project of its guarantee to conform to the approved construction documents.

END OF SECTION