

PART 1: DOCUMENT USER GUIDE

1.1 INTRODUCTION

This **College Design Standards (CDS)** document has been developed by the Montgomery College Office of Facilities, and is intended only for use by the College and its consultants for new construction and renovation projects for the College. This document presents Montgomery College's preferred standards for planning and design, and preferred building components and systems. The intent is to aid consultants in understanding and fulfilling the College's needs. These standards should be adapted to the specific needs of each project with due consideration given to the program, goals and financial constraints of each project.

These standards establish a baseline for design procedures and for construction quality. Design consultants to the College should make themselves familiar with these standards. In the course of design services, the *Architect/Engineer* is to apply the applicable codes, and these College Design Standards, varying from the standards only after coordination with the College. Deviations from these standards are to be discussed with the Office of Facilities as early as possible, and prior to their incorporation in Construction Documents. All variances from these standards are to be highlighted in the Basis of Design narratives for the Schematic Design and Design Development submittals.

This document is not intended as a representation of industry standards, nor is it intended to supersede any applicable regulations or codes. Montgomery College makes no express or implied warranties with respect to the accuracy of the information presented, or its fitness for use for any particular purpose. The use and inclusion of these standards in bid documents does not relieve the consultant or architect of the responsibility and legal liability for any bid documents created from these standards. Outside standards and documents cited or excerpted in these **College Design Standards** are not warranted to be the latest or most applicable version of said materials. Users of this document are responsible for their use of the information, and are required to comply with all applicable *local codes, including City of Rockville and Montgomery County, and state and federal codes and regulations.*

1.2 RECEIPT AND REVIEW OF COLLEGE DESIGN STANDARDS

The College Design Standards document is intended to be an exhibit or reference document to the *Architect/Engineer Services* contract and construction/renovation contract. The receipt and review of the College Design Standards is acknowledged by the return of the executed *Architect/Engineer Services* contract or construction/renovation contract to the College.

1.3 CURRENT AND FUTURE EDITIONS

The *College Design Standards* is intended to be a dynamic, evolving document, and is updated periodically to incorporate additional standards and revisions. Interim revisions, between the issuance of official versions of the document, are tracked with indications in the document margins. Revised pages are identified by the version number shown in the lower right corner of each page. The cover sheet and table of contents for each version are noted with the version number and the date of that version. The table on the first page of the document entitled "*History of Document Revisions*" is also updated to indicate the current and all past versions of the document.

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1.4 PROCEDURE FOR REQUESTING CHANGES

These standards were developed by and are maintained by the Office of Facilities, Montgomery College, located at 40 West Gude Drive, Suite 200, Rockville, MD 20850 Department of Planning and Design. Please call 240.567.7363 to communicate any requests for additions and revisions, and ask that your request be brought to the attention of the Director of Capital Planning and Design in the Office of Facilities.

1.5 STRUCTURE OF THIS DOCUMENT

This document is structured to locate general standards at the front of the document, including those regarding design and documentation procedures, cross-discipline planning and design standards, and general construction components and systems standards. These general standards are contained in the following document sections:

Part 2: Owner’s General Project Standards

Part 3: Owner’s Planning and Programming Standards

Part 4: Owner’s Site Standards

Part 5: Owner’s Building Construction Standards

These general sections are followed by ***Part 6: Technical Standards***, in which more specific technical criteria are compiled, sorted by materials and system types into sections named to align with the current Construction Specifications Institute (CSI) “Masterformat” section numbers and titles. The information included in these sections is intended to be included or covered in the project specifications, but is not intended to serve as project specifications. Full specifications for these building systems and/or components are to be prepared by the A/E.

1.6 LIST OF REFERENCE DOCUMENTS

1. *Maryland Community College Facilities Manual*, published by the Maryland Higher Education Commission, available online at <http://www.mhec.state.md.us/publications/finance/MDFacilities/TOCLinks.asp> This document compiles relevant information for facilities development for *community colleges from state* guidelines and other documents.
2. *Procedure Manual for Professional Services*, published by the Maryland Department of General Services, available online at <http://www.dgs.maryland.gov/OFP/ProcedureManual/2010/Manual.pdf> . This document is generally superceded by the Maryland Community College Facilities Manual. However, some elements, such as A/E document preparation and submission requirements and low-slope roof requirements apply to Montgomery College projects.
3. *Facilities Program Manual*, published jointly by the Maryland Department of Budget Management and the Maryland Department of General Services, available online at http://www.dpscs.state.md.us/aboutdpscs/pdfs/Facility_Program_Manual.pdf This document dictates the requirements for facilities programs that are to be submitted for state funding.
4. *Whole Building Design Guide*, web-based documentation regarding integrated “whole building” design techniques and technologies published by the National Institute of Building Sciences, and available for viewing online at <http://www.wbdg.org/index.php> .

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5. *Postsecondary Education Facilities Inventory and Classification Manual (FICM)*, published by the National Center for Education Statistics, of the Institute for Education Sciences and available online at <http://nces.ed.gov/pubs2006/2006160.pdf> .
6. *Montgomery College Facilities Master Plan Update 2006 – 2016*, approved on September 27, 2010 by the Board of Trustees. This document is available online at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=32897>