

Memorandum

To: All Team Members involved with the Universities Capital Plan

From: Planning and Design & Construction

Date: August 6, 2024

Subject: Design and Construction Guidelines Updates Effort

Purpose - We are in the process of simplifying our design and construction guidelines to enhance clarity and usability. Our objective is to create a document that is both clear and concise, moving away from the current format that resembles detailed specifications.

Current Situation - Our existing guidelines are extensive and often difficult to navigate due to their volume and complexity. This complexity is compounded by numerous issuance dates mentioned within the document that lack context, further adding to the confusion.

Goal - Our primary goal is to streamline the guidelines to make them more accessible and easier to follow. We aim to eliminate unnecessary complexity and provide clear, straightforward instructions that will be easy for all team members to understand and apply. By doing so, we hope to reduce confusion and improve the overall efficiency of our design and construction processes. The guidelines will be reorganized to present information in a more logical and sequential manner, focusing on clarity and ease of use.

Contextual Dates - The current Design and Construction Guidelines found on our website have been locked and consolidated into one PDF document with a current issue date of July 1, 2024 and are to be treated as the “official” copy to use. This change should not impact any projects.

Going forward, revisions to the guidelines will be rolled out in phases, with initial drafts available for review and feedback. We encourage all team members to provide input during this process to ensure that the final document meets everyone’s needs.

We appreciate your cooperation and patience as we work through this process. Our goal is to improve the usability of our guidelines to support more efficient and effective project execution.

For any questions or additional information, please do not hesitate to contact me directly.

Thank you for your attention to this important update.

OFFICE OF ADMINISTRATIVE SERVICES

University of South Florida | 4202 E Fowler Avenue, OPM 100 | Tampa, FL 33620-4301
83-974-2612 | usf.edu/adminservices