



A. General Information

1. Agency Name: _____ 2. Agency Code: _____
3. Project Title: _____ 4. Agency Priority: _____
5. Name of Person to Contact about this Form: _____
6. Contact Person's Telephone Number: _____
7. Contact Person's E-mail Address: _____
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B. New Construction Information (Complete this section for new buildings & building additions.)

1. Description of Proposed Use (describe general functions/activities):
2. Basic shape: _____ 3. Number of stories: _____ 4. Height: _____
5. Exterior walls:
6. Interior walls:
7. Floor finishes:
8. Ceilings:
9. Special building features and rationale for each (e.g., atrium, skylights, monumental stair, etc.)
10. Special building mechanical systems or features:
11. Special building electrical systems or features:

C. Renovation Information (Complete this section for renovation of existing facilities.)

1. Description of Present Use of existing space:

2. Description of Proposed Use of existing space:

3. Basic shape:

4. Number of stories:

5. Height:

6. Year building was constructed:

7. Summary of existing conditions (provide details in Item 10):

8. Summary of proposed improvements (provide details in Item 10):

9. Date of building condition survey:

10. Existing Conditions/Proposed Improvements:

Building System	Survey of Existing Conditions				Description of Proposed Improvements	Affected Floor or Roof Area (GSF)
	Needs No Work	Needs Minor Repair	Needs Major Repair	Needs Replacement		
1. Building Foundation:						
2. Building Frame:						
3. Supported Floors:						
3. Roof Structure:						
4. Roof Membrane:						
5. Exterior Walls:						
6. Window Systems:						
7. Doors and Hardware:						
5. Interior Walls:						
6. Interior Finishes:						
9. Domestic Plumbing:						
10. Mechanical (HVAC):						
11. Fire Sprinkler Systems:						
12. Electrical Power:						
13. Interior Lighting:						
14. Fire Alarm Systems:						
15. Security Systems:						
16. Other Systems (describe existing conditions & proposed improvements):						

D. Space Requirements Information (Complete this section for New Construction and Type "A" Renovation. See definitions in Section E.)

1. Space Program * :

Space Type	User	Requirements	or Users	Spaces	Space	Square Feet	Construction	Renovation
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
2. Net Area (program assignable area):						-	-	-

3. Building Efficiency Factor (Ratio of net-to-gross area) :

4. Gross Area (Divide Net Area by Efficiency Factor) : - -

* Do not list "non-assignable" spaces (e.g., corridors, lobbies, toilets, stairs, mechanical rooms, etc.) in this table. Non-assignable spaces are included in the total gross area by applying the building efficiency factors (line 3h and line 3i). See the instructions for more information.

E. Gross Area Summary (Complete this section for all building projects.)

1. Tabulation of Total Project Area:	Gross Area (GSF)	Remarks
a. Type "A" Renovation	-	From Section D, Line 4i.
b. Type "B" Renovation	+ _____ -	See definitions below.
c. Total Renovated Area	-	Line 1a + Line 1b.
d. Total New Construction Area	+ _____ -	From Section D, Line 4h.
e. Total Project Gross Area	-	Line 1c + Line 1d.

If the Total Renovated Area and the Total New Construction Area amounts above do not match those listed on the original H-1 Form, explain on the Project Justification form.

2. Tabulation of Total Building Area	Gross Area (GSF)	Remarks
a. Total Renovated Area	-	From Line 1c above.
b. Existing Building Area Not Renovated	+ _____ -	Line 2c - Line 2a.
c. Total Original Building Area (prior to this project)	-	From existing floor plans.
d. Total New Construction Area	+ _____ -	From Line 1d above.
e. Total Revised Building Area (after this project)	-	Line 2c + Line 2d.

RENOVATION TYPE DEFINITIONS

Type "A" Renovation:

A renovation of a space which involves:

- a change in Use or Occupancy as defined by the building code.
- removal, relocation, or addition of any wall or fixed partition.

Type "B" Renovation:

Any other renovation scope not already included as a Type "A" renovation. Examples include:

- replacement in kind
- ordinary repairs
- cosmetic improvements
- removal, addition, or alteration of mechanical, electrical, and plumbing systems

A space program must be provided in Section D for all Type "A" renovation work. A space program is not required for Type "B" renovation work.

F. Sitework Information (Complete this section for all projects. Describe features and requirements that may affect project cost.)

1. **Location:**

2. **Special site conditions:**

3. **Soil conditions/special foundation requirements:**

4. **Topography:**

5. **Roads and parking:**

6. **Landscaping:**

7. **Existing buildings or structures:**

8. **Other:**

G. Utilities Information (Complete this section for all projects. Describe utility availability and factors that may affect project cost.)

1. **Electrical distribution:**

2. **Area lighting:**

3. **Mechanical distribution:**

4. **Water lines:**

5. **Sanitary lines:**

6. **Storm water management:**

7. **Other:**

H. Non-Building Project Information (Complete this section for all "non-building" projects, e.g., water treatment plants, boiler plants, steam tunnels, surface parking lots, etc.)

1. Type of project:

	<u>Quantity</u>	<u>Qty Units</u>
2. System size or other significant quantities: (e.g., TONS, MBH, LF, MGD, etc.)		

3. Description of purpose:

4. Description of work:

5. Description of any special existing conditions:

6. Relationship to other projects:

