Owner’s Project Requirements (Sample Outline)

[Insert Project Name]

1. Introduction
Includes an overview of the project and the general reasons why the project is being accomplished.

2. General Project Description
The size and scope of the project are included in this section.

3. Objectives
The objectives for accomplishing this project are detailed in this section.

4. Budget Considerations and Limitations
The expected budgetary restrictions and considerations are contained in this section.

5. OPR Process and Tracking
Describe the process that will or has taken place to create the OPR and how it will be tracked and updated over time.

6. Owner and Occupancy Space and Use Requirements
   6.1 The expected functional uses (spaces) for the facility are detailed in this section. A short description of each functional use is included to provide the context in which it was detailed.
   6.2 Includes a listing of the key Owner’s Project Requirements which the Commissioning Process will focus upon and which the owner has determined are critical to the success of the project.
   6.3 Includes the number of occupants (users and visitors) and the schedule of occupancy, including all special conditions.
   6.4 As applicable and appropriate for each program/usage area describe the intended use; anticipated occupancy schedules, accommodations for after-hours use, etc. In other sections below, give space environmental requirements (including lighting, space temperature, humidity, acoustical, air quality, ventilation and filtration criteria); desired user ability to adjust system controls; desire for specific types of lighting; and etc.

7. Design Process
Describe the design review process and objectives and the development and requirements for the basis of design.

8. Heating, Ventilating and Air Conditioning
   8.1 Occupancy, Climatic, Temperature and Sizing Requirements
   8.2 Air Quality and Ventilation
8.3 General HVAC Systems Data
8.4 Design Calculation and Tools
8.5 HVAC Budget Issues
8.6 HVAC Performance Requirements
8.7 Energy Efficiency and Demand Reduction
8.8 Renewable Energy
8.9 New Concepts and Systems
(Indicate whether new less untried systems will be OK or not.)
8.10 Designing for HVAC Flexibility for Tenant Churn
8.11 Maintainability
8.12 Reliability and Durability
8.13 Operations and Maintenance Documentation
8.14 Training
8.15 Building Automation System (BAS) and Controls
8.16 Occupant HVAC Control
8.17 HVAC Acoustics --See Acoustics in the Sustainability section.
8.18 Entry Design
8.19 Building Pressurization

9. Electrical Systems
9.1 General
9.2 Power Capacity and Redundancy
9.3 Power Quality
9.4 Lighting and Visual Quality
9.5 Lighting Levels
9.6 Light Fixtures and Lamps
9.7 Lighting Control
9.8 Emergency Generator and UPS
9.9 Power Monitoring Power Metering and Billing for Tenants

10. Plumbing Systems
10.1 Water Efficiency
10.2 Fixture Controls
10.3 Energy Efficiency
11. Fire Protection and Alarm

12. Data and Communications Systems

13. Security and Access

14. Commissioning
   14.1 Scope
   14.2 Rigor
   14.3 Objectivity

15. Environmental and Sustainability Goals
Describe any specific environmental or sustainability goals (e.g. LEED, Green Globes, etc.)
   15.1 Certifications
   15.2 Sustainable siting and planning
   15.3 Water efficiency and conservation
   15.4 Energy efficiency
   (Describe overall project energy efficiency goals relative to local energy codes, ASHRAE Standards, LEED, etc. Describe any goals or requirements for building site, landscaping, façade, fenestration, envelope, and roof features that will impact energy use.)
   15.5 Materials and resource efficiency
   15.6 Indoor environmental quality

16. Building Envelope
   16.1 Overall Envelope Criteria
   16.2 Additional Envelope Criteria

17. Building Occupant and O&M Personnel Requirements
Describe how the facility will be operated and by whom. Describe the desired level of training and orientation required for the building occupants to understand and use the building systems.

18. Performance Criteria
The performance criteria upon which the project will be evaluated by the Commissioning Team are included in this section. Each performance criterion should be measurable and verifiable. Include subsections as appropriate to organize and understand the criteria.
   18.1 General
   18.2 Economic
   18.3 User Requirements
   18.4 Construction Process
18.5 Operational
18.6 Systems
18.7 Assemblies

19. Owner’s Project Requirements Version History
The following is a summary of the changes made to the Owner’s Project Requirement document throughout Pre-Design, Design, Construction, and Occupancy and Operations. This information is critical to understand and document the trade-offs made and the resulting impact on the project.

<table>
<thead>
<tr>
<th>Rev. No.</th>
<th>Date</th>
<th>Description of Revisions</th>
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