

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.

Rev. No.	Date	Description of Revisions
1		