

## **OPR Development Assistance Document for Architectural / Engineer Design Process**

This document has been prepared to assist an Architect / Engineer design team in developing the Owners Project Requirements (OPR) documentation as specifically required for LEED Certification.

### **Owners Project Requirements(OPR):**

Purpose-to capture and document the owners goals and objectives so that they may be turned into a basis of design and guide the design and construction team. *It is created during project programming / schematic design and issued as a final prior to the beginning of detailed design and construction document preparation.* This document includes the architects programming, but typically goes further than programming, pointing towards measureable objectives, and includes:

### **OWNER'S PROJECT OVERVIEW:**

#### **OWNER AND USER REQUIREMENTS:**

- Schedule and budget
- Owner's Directives
- Expected use and operating requirements
- Owners Standards and Benchmarks
- Project Limitations (usually, physical (sometimes including the community/environmental impact), schedule, and budget)
- Functional requirements of the building as defined by the stakeholders (user needs)
- Site impact constraints

#### **ENVIRONMENTAL & SUSTAINABILITY GOALS:**

- Describe any specific environmental or sustainability goals (e.g. LEED Certification and level desired)
- If LEED Certification is intended, are there any specific credits which the Owner considers desirable over other credits?

#### **ENERGY EFFICIENCY GOALS:**

- Describe overall project energy efficiency goals relative to local energy code, ASHRAE, or LEED
- Describe any goals or requirements for building siting, landscaping, façade, fenestration, envelope and roof features that will impact energy usage of the project
- Utility metering – is utility metering required or desired? If so, what utilities and sub-systems? Will a measurement and verification program be implemented? If so, what impact on monitoring requirements?

#### **INDOOR ENVIRONMENTAL QUALITY REQUIREMENTS:**

- Describe Owner requirements for the entire project related to acoustical, lighting, space temperature & humidity, vibration, ventilation & filtration, air quality goals and detail any specific areas of the building which may have differing requirements from the overall building requirements
- Describe Owner requirements for the user's ability to adjust the indoor environment – specifically with regard to temperature, humidity, lighting levels, etc.



- What type of lighting is preferred or mandated by the Owner?
- If applicable or known, provide detail regarding specific equipment / system efficiency targets?
- Describe any specifically desired technologies for building systems.
- Provide a list of any preferred / required manufacturers or providers for particular components of the building systems.

**EQUIPMENT AND SYSTEM EXPECTATIONS:**

- Describe the level of quality, reliability, type, automation, flexibility, and maintenance requirements for the building systems
- What type of lighting is preferred or mandated by the Owner
- If applicable (or known) provide detail regarding specific equipment / system efficiency targets
- Describe any specifically desired technologies for building systems
- Provide a list of any preferred manufacturers for particular components of the building systems.

**BUILDING OCCUPANT / O&M PERSONNEL REQUIREMENTS:**

- Describe how the building will be operated and by whom
- Accessibility requirements
- What are specific levels of training and orientation required for the building occupants to understand and use the building systems
- What are specific levels of training and orientation required for the building O&M personnel to understand and maintain the building systems
- Specific features desired for designing ease of maintenance into components of the project
- Warranty requirements
- Post installation responsibilities of the architect, engineers, and contractors

**SUPPORTING DOCUMENTS:**

- LEED Checklist: If project is intended to be LEED certified, attach target LEED checklist
- Reference Owner building construction standards, etc.