

Part 1 General**1.1 Introduction to McGill University Design Standards****.1 Introduction**

- .1 This document contains Design and Technical Standards and applies to all McGill University's facilities.
- .2 These Standards apply to all new construction or renovation projects. They must be followed by all Professionals (Architects, Engineers, lighting consultant, acoustical consultant, etc.) for the preparation of their documents.
- .3 McGill's Standards are intended as a general rule for most circumstances and to provide direction to the Design Professionals. The purpose of these Standards is to assure maximum quality and value in construction projects at McGill University, through uniformity, system or component quality, compatibility, functionality, and ease of maintenance.
- .4 McGill's Standards do not replace professional design analyses. The University expects the design professionals to conduct independent evaluations for each project. McGill's Standards are not intended to relieve Professionals and contractors of their responsibility to comply with applicable codes and other contract obligations.
- .5 These Standards are NOT CONTRACT SPECIFICATIONS. They only address aspects of equipment or systems about which the University has concerns or a desire of standardization. Properly written specifications shall be much broader in scope and more detailed.
- .6 Throughout this document, reference is made to the University Project Manager. This title is not meant to imply any given individual, but rather any individual or a number of people who may be assigned to the project by McGill.

.2 Design Standards Conformity

- .1 No owner's review will be performed. It is the responsibility of consultants to confirm the respect of their documents to the present guidelines and standards by the following form:
 - .1 For every project, a **Design Standards Conformity form**, stating that the design and specifications are in conformity with McGill's Design and Technical Standards, must be filled in by all Professionals (Architects, Engineers, lighting consultant, acoustical consultant, etc.) involved in the production of the construction documents.
 - .2 Any derogation to the Standards must be submitted to the approval of the University using a **Variance Request Form**. The Professional must take into account a review process of 10 days. If the requestor is not satisfied with the decision, the matter can be appealed to the Director of Design Services.
 - .3 **Variance Request Forms** shall be submitted at early design stage (at 30% design phase at the latest), and shall be accompanied with all relevant documents allowing proper analysis.

.3 Zoning Compliance

- .1 Any work involving the exterior envelope of a building, the demolition of a building, the construction of new building or the addition to a building is regulated by the City

of Montreal Zoning by-laws. Elements of zoning include building height, site density, site coverage, building setback, etc..

- .2 Breaching of any of the zoning regulations often results in the University having to proceed into a lengthy derogation approval process. The Professional must ensure that any interventions undertaken do not unwittingly trigger derogations to both by-Law 95-039, which governs McGill University, and the local borough(s) zoning bylaw(s). General upgrade work (e.g. setbacks for mechanical equipment) may also be regulated by the City's Zoning by-laws.

.4 Change Indication:

- .1 Where a technical change or addition to an earlier version of McGill's Standards has been made, the requirements affected are indicated by a vertical line added in the margin next to the change or addition. No indication is provided where requirements have been renumbered or deleted.
- .2 All requests or suggestions for revision to the Building Design and Technical Standards should be sent electronically to Design Services at infodesignservices@mcgill.ca.

1.2 Compatibility with Existing Conditions

.1 Existing Conditions

- .1 The Professionals must visit the site prior to starting design in order to determine existing conditions.
- .2 If upgrading of Mechanical and Electrical systems is necessary to meet the design requirements, this information shall be given to the Project Manager who will coordinate with Facilities Operations.

.2 Utility Services

- .1 The use of central utilities rather than stand-alone systems is preferred. However, the feasibility of this requirement needs to be confirmed at the conceptual phase.
- .2 The Professionals must closely liaise with the University early in the project development to determine the best probable points of connection to central services; Approval of utilities sources by the Director, Mechanical and Electrical Services and the Director, Utilities & Energy Management is required prior to schematic design.

.3 Utility Capacity

- .1 As part of schematic design, for all utilities, the Professionals must provide evidence and demonstration of any changes which could positively or negatively affect local or Campus wide existing utilities, utilities availability or utilities capacity. When a utility is upgraded, McGill's **Energy form** should be used to share information. See 01 86 00 **Fiche énergétique**.
- .2 McGill's **Energy form** should be submitted to Utilities and Energy Management Services at the conceptual phase of the project. Determination of capacity must be made early enough in the project for additional funds to be allocated to the project if needed.

1.3 Owner's Options

.1 General

- .1 In many cases, the University requires that specific vendor's products be used to assure work quality through reliability, ease of maintenance, manufacturer's proven maintenance and warranty support, and control of stock. Even so, the University is always looking for better, more cost-effective systems and components of comparable or higher quality.
- .2 The Contractor may submit alternates, to be revised by the Professionals and McGill in order to be accepted as equivalent.
- .3 It is the responsibility of the manufacturer to demonstrate to the University's satisfaction that equivalency of quality/reliability in fact exists. McGill reserves the right to accept or refuse any manufacturer, supplier, or distributor.
- .4 **Use of the phrase "or equal" or "or equivalent" after any specific manufacturer's product identification must be avoided in the Professionals' documents. The expression "OR APPROVED EQUIVALENT" must be used.**

1.4 Design Review

- .1 The proposed solution will undergo Owner's design reviews
 - .1 The "Design Review committee" (DRC) is responsible for the preliminary review of the technical and operational elements of all design proposals.
 - .2 The DRC is responsible for determining whether a project is ready for review by the McGill University "Architecture and Planning Advisory Panel" (APAP).
 - .3 The APAP will review and advise on issues referred by the DRC.
 - .4 The scope of the APAP's mandate include the following sectors:
 - .1 Exterior of all buildings;
 - .2 Exterior spaces;
 - .3 Interior public spaces and protected areas.

END OF SECTION