FACILITIES & OPERATIONS
ARCHITECTURE, ENGINEERING AND CONSTRUCTION
UNIVERSITY OF MICHIGAN

ROOM DATA SHEET FORMAT - Cover Sheet

October 2021

Room Data Sheets shall be created during Programming/ Schematic Design to communicate the building user's requirements for each room/space type or by each room in the project. The Architect/Engineer shall work with the building users to develop the Room Data Sheets using the U-M Room Data Sheet template. The U-M Room Data Sheet template is not all-inclusive but is meant to act as a baseline for Room Data Sheet information. Please include project specific and additional items as needed.

Room Data Sheets are to be updated periodically as the project progresses and shall be submitted for Owner's Review at each project phase as part of the Owner's Project Requirements (OPR) and Basis of Design (BOD). Room Data Sheets are to be completed by DD phase and the mechanical sections indicated are to be updated, as needed, during CD phasethrough As-Builts.Information included in the Room Data Sheets is meant to complement the OPR/BOD document without being repetitive.

This Cover Sheet shall be updated to include additional abbreviations as required by the project. Include the Cover Sheet as the first page of the Room Data Sheet section in the OPR/BOD document.

Each room/space type shall have a sketch accompanied with the Room Data Sheet. At a minimum, the sketch shall include equipment, casework and accessories locations as well as electrical voltage needed. Also, include room dimensions and a brief description of how the room will be used.

To ensure that each room will meet the building user's needs reviewers are strongly encouraged to review the Room Data Sheet information carefully, and distribute to other building users that may need to review the documents.

Abbreviations	
ACH	Air Changes Per Hour
A	Amps
CUH	Cabinet Unit Heater
CB	Chilled Beam
CV	Constant Volume
EMI	Electromagnetic Interference
F	Fahrenheit
FCU	Fan Coil Unit
FC	Footcandles
FTR	Fin Tube Radiation
GPM	Gallons per Minute
Gen.	General
HPUMP	Heat Pump
In. HG	Inch of Mercury
In. w.c.	Inch of Water
LMVR	Laboratory Minimum Ventilation Rate
LVT	Luxury Vinyl Tile
Max	Maximum
Min	Minimum
MR-ACT	Moisture Resistant Acoustical Ceiling Tile
MR-GYP	Moisture Resistant Gypsum Board

NFPA	National Fire Protection Association
NC	Noise Coefficient
N/A	Non Applicable
PT	Paint
Ph	Phase
POS	Point of Sale
PSI	Pounds per Square Inch
Pwr.	Power
RADPANEL	Radiant Panel
RADFLR	Radiant Floor
RADWALL	Radiant Wall
RH	Relative Humidity
RO	Reverse Osmosis
RODI	Reverse Osmosis Deionized
RB	Rubber Base
STC	Sound Transmission Class
W/SF	Watts per Square Foot
W	Wire
UH	Unit Heater
VV	Variable Volume
V	Volts
VRF-FCU	Variable Refrigerant Flow Fan Coil Unit

Project Name: New Building
Project Number: P000000000

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☐ Check Box if Revised

Classroom	100, 101, 102
Program Space Name	Room Number(s)
LSA / Biology	DD/ 01-10-2021
Department	Design Phase / Date

Include Sketch of Room

At a minimum, sketch to include the following:
- Room Dimensions (Height-Width-Depth)
- Room Square Footage
- Equipment Locations (with callout to indicate outlet requirement)
- Accessory Locations
- Wiring Devices (receptacles, data outlets, switches, etc)

Architectural Requirements			
Wall Finish	GYP/ PT	Floor Finish	LVT
Base Finish	RB	Ceiling Finish	ACT
Daylight	Clerestory	Daylight Control	Blackout Shade
Security	Card Access	Signage Types	Room / Rules
Direct Adjacencies		Offices	
Indirect Adjacencies		Vivarium	
Non-Adjacencies		Substation	
Structural Impact		Tier seating	
Hazardous Materials		N/A	
Maximum Code Occupancy		50	
Maximum Design Occupancy		50	

Accessories *(Include amount and description)*

Room Use

Notes:
* Include additional sheets for equipment if required

Equipment (*Include quantity and list heat output V/A/Ph):**		
Fume Hoods	2	FH-01, 02
Biosafety Cabinets		BSC-1
Snorkels		
Freezers		
Other Equipment		

Tele-Data System Requirements			
Tele/ Data Outlet Boxes *(list size and location)*			
Workstations	2 Gang/ 1 per every 2 workstations		
Conference Table	Single Gang/ Floor box		
Copier - Printer			
AV PC			
Other (e.g. POS, Vending, etc.)			
Wireless Access	Y	Number of Wireless Users	10
Wireless Applications	Video Streaming, Email, Texting		

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Classroom

Program Space Name

Department

100, 101, 102

Room Number(s)

DD/ 10-10-2010

Design Phase / Date

Auxiliary System Requirements

AV System			
Multimedia	Local PC, Blue Ray		
Sound Reinforcement	Ceiling Speakers		
Interfaces	Lighting, Shade Controls, Fire Alarm		
Tele Conferencing	Y	Video Conferencing	N
Connections to UM-TV	N	Connections to Cable TV	N
Flat Panel Display	Y	Projector	N
Intercom System	N	Room Scheduling System	N
Clock System	N	Assistive Listening System	Y

Plumbing / Process Requirements

Potable Water - Sink Type 1	1	Cold:	Y	Hot:	Y
		RO:		RODI:	Y
Potable Water - Sink Type 2	1	Cold:	Y	Hot:	Y
		RO:		RODI:	Y
Potable Water - Sink Type x	N/A	Cold:		Hot:	
		RO:		RODI:	
Hose Bib	N/A	Cold:		Hot:	
Eye Wash	1	Type:			
		Location			
Shower	1	Type:			
		Location:			

High Purity Water

RO	x		RODI:		Local Polisher

Waste Systems

Sanitary Drain:		Floor Drain:	
Acid Waste Drain:		Floor Sink:	
Sink:		Trench Drain:	
Cup Sink:			

Central Gas/ Vacuum Systems

Vacuum (In. HG)		Natural Gas (In. w.c.)	
Compressed Air (PSI)			

Specialty Gas/ Other (list w/ pressure)

Local Systems (List additional systems)

CO2		Auto Change Over (Y/N)	
Vacuum			

Plumbing Notes:

Electrical Requirements

120V, 20A (See sketch for location, function & equipment tag)					
General Purpose/ Duplex	4	Workstation Quadplex	2		
Dedicated Duplex	2	Standby Duplex	2		
208V Receptacle (See sketch for location, function & equipment tag)					
Quantity	1	Amps, Wire, Phase	20A, 3 Wire, Single Phase		
Special Power					
UPS - Loads Served	Workstations				
Normal Pwr	Y	Nameplate Voltage	208V	Phase	1Ph
Standby Pwr	N	Amperage	5.8A	Wire	3W
Connection Type	Cord and Plug, NEMA configuration L6-15				

Lighting Requirements

Worksurface Foot Candles	50	Type	LED
ON/OFF Control	Vacancy sensor/control switch at entrance		
Zone Control	Single	Ltg Level Control	Single
Task Lighting	Under cabinet at work stations w/ local control		
Daylighting Control	Y	Method	Integral w/ light fixture
Standby Power	Y	Function	Illuminate work bench
Egress Lighting	Y	Interface with AV System (Y/N)	N

The following sections shall be updated <u>through AS-BUILTS</u>

Mechanical Requirements

HVAC			
Temperature Range °F (1,2)		Humidity Range %RH (1,3)	
Ventilation			
LMVR Applies	Y	Once Through Air	Y
Occupied ACH	6	Unoccupied ACH	4
Pressurization +/- ~ (4)		Max HVAC-Noise (NC)	
HVAC Control (5)			
Heat Gain (Watts or W/SF)			
Lighting (W/SF):		Equipment (6):	

Special HVAC Requirements:

Process Cooling

Temperature °F		Flow Rate (GPM)	
Pressure Drop (PSI)			

Exhaust:

See equipment section for exhaust requirements

Notes:

(1) If special T or H requirements are provided, they are described under "Special HVAC Requirements," otherwise T & H will be provided as indicated.

(2) Temperature will be maintained within the stated range year round. Temperature set point is adjustable including outside the range, but is not guaranteed to be achievable year round.

(3) Humidity will be maintained within the stated range year round. Humidity setpoint is not adjustable.

(4) +/-/~ = positive, negative, or neutral respectively.

(5) Zone or Room HVAC Concept, e.g. VV, CV, FCU, CB, FTR, etc. (list all that apply).

(6) Equipment by name and corresponding wattage or list W/SF).

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