

1.00 Interpretation and Definitions

1.01 Purpose of this document

These Guidelines and Procedures are intended to state Griffith University's *Mandatory* and *Minimum* requirements for the design and construction of its buildings and facilities.

Throughout the Sections of this document, it will be clearly defined when a requirement is '*Mandatory*', otherwise any requirement is a guideline only.

The Procedures outlined in this document are intended to facilitate expeditiously and efficiently, the process of all necessary approvals through the relevant departments of the University.

1.02 Use of this document

This document does not relieve any person or company commissioned by or contracted to the University or its appointed Design & Construction Managers, from the preparation of comprehensive Specifications for inclusion in Tender or Construction documentation. Such persons or companies should incorporate the requirements contained in the various Sections of this document, as appropriate, in the preparation of those Specifications, but no part of this document should be used as a substitute for those Specifications.

1.03 Australian Standards

Wherever an Australian Standard (AS) exists which impacts on any matter pertaining to the design, construction or maintenance of the facility, the Australian Standard shall set the minimum criteria to be applied to the project. In many instances, the University requires a higher standard as outlined later in this document, and where such an instance occurs, this University requirement shall take precedence. Assumptions as to acceptable standards should not be made.

Where a Standard is called upon by the Building Act, NCC or other relevant legislation, the requirements of that Standard shall be delivered or exceeded as required by these Guidelines.

1.04 Mandatory requirement

Where a requirement is designated in this document as being 'Mandatory', generally no alternative design, specification, material or manufacturer will be entertained by the University, and the requirement shall be incorporated into the documentation or construction without variation.

Consultants or Contractors may offer alternative innovative solutions to these requirements for consideration and analysis by CLF and the appropriate technical divisions within the University.

1.05 Guideline requirement

If a requirement is not designated as mandatory, the University will consider alternative designs, specifications, materials or manufacturers, provided that the alternatives satisfy the minimum standards for that requirement as outlined in this document.

1.06 Departures from the requirements of this document

Departures from these Design Guidelines & Procedures, or any applicable Australian Standard, if allowed, must be confirmed in writing by the Superintendent (Associate Director, Capital Works Campus Life), or the Superintendent's Representative under the Contract. Any departure made without such confirmation, which is incorporated into the design of construction of a project, shall be rectified at no cost to Griffith University.

1.07 Contractor

The term 'Contractor' where used throughout this document shall mean either the Contractor appointed after competitive tendering for 'Traditional' Lump Sum Fixed Price Contracts, or the Design & Construct (D&C) Manager appointed for 'Non Traditional' design and construction management Contracts.

1.08 Consultant

The term 'Consultant' where used throughout this document shall mean any Architect, Engineer, Surveyor, Quantity Surveyor and any other individual or firm providing its services either appointed directly under an Agreement with GU, or employed by a 'Contractor' who has been appointed by GU to undertake the design and construction management of a project.

1.09 Abbreviations

The following abbreviations are used throughout in this document;

GU	Griffith University
CLF	Campus Life (the element of University Administration responsible for campus development)
PD&C	Planning, Design & Construction Division, Campus Life
INS	Information Services
ITI	Information Technology Infrastructure (Division of INS)
ITS	Information Technology Services (Division of INS)
NCS	Network & Collaboration Services (Division of INS)
OFS	Office of Financial Services
UFO	University Fire Officer, Campus Life
D&C	Design & Construct
NCC	National Construction Code Series (incorporating the BCA and PCA)
BCA	Building Code of Australia (a component of the NCC)
PCA	Plumbing Code of Australia (a component of the NCC)
AS	Australian Standard
WHS	Work, Health & Safety
SDF	Space Description Form

1.10 Equal & Approved

Wherever a brand or manufacturers' name appears in this document, an alternative brand or manufacturer will only be permitted if that brand or manufacturer can satisfy all the requirements of this document, the drawings and specifications.

Prior approval must be sought from CLF before incorporating such alternatives into the design and documentation for the project. Any approved alternative must be installed strictly in accordance with the manufacturers' printed instructions.

Unapproved alternatives will be removed and replaced with complying materials, plant or equipment at no cost to the University.

1.11 Legislation

Griffith University operates under the authority of the Griffith University Act and its subordinate statutes, rules and regulations. Penalties for offences under this Act are enforceable under Queensland Law.

In addition to any monetary penalties which may be imposed under legislation, or any Conditions of Contract, persons who wilfully disregard the requirements for care and maintenance of the campus, will be liable to removal from the campus.