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003150S03 | Key Drawings and Space Data for University Buildings

1.0 Space Data Information

The Design Consultant shall submit the following Space Data Information for all Project renovations and new construction projects:

- A. Space/Room Number (refer to the University of Kentucky room numbering standards)
- B. Space Function (examples: Office, Lab, Janitor Closet, Corridor)
- C. Space Net Square Feet (length x width, inside to inside of wall)

The Space Data Information shall be submitted to the Capital Project Management Division with the Phase 3; Construction Documents. The Capital Project Management division shall forward the submitted information to the Medical Center Facilities Planning & Resource Management Office.

The Space Data Information shall be submitted digitally both for CAD architectural floor plans and in excel format.

2.0 Submittal – CAD format Architectural floor plans / Key Drawings

The Space Data Information shall be included on the architectural floor plans. Each space/room and circulation space on the floor plans must include the above-listed data. The minimum acceptable scale for the plans shall be 1/16" = 1'- 0".

The Design Consultant shall submit the architectural floor plans with the required Space Data information. On New Construction or Major Renovations (where a renovation exceeds 50% of the floor) provide CAD Drawings of each floor. Each floor shall be in a separate files and each floor level shall be further broken down by separate layers for each of the following: columns, doors, elevation change/roof below, equipment/ mechanical, walls, grid, misc., outline, restroom fixtures, stairs/elevators/ramps/ladders, text with room #/building & floor names, windows, square footage) of the new / reconfigured space. UK will require one digital PDF and one DWG file format floor plan set.

3.0 Submittal - Digital Files

The Space Data Information shall be submitted digitally in the UK provided template. Instructions provided in EXCEL workbook on Instructions tab.

- A. Template Location:
https://facilities.uky.edu/sites/default/files/standards/003150s03_space_data_spreadsheet_for_consultants_20250929.xlsm
- B. Information required includes:
 - a. Project name and number listed at the top of the spreadsheet.
 - b. Space Data Information with headings:

- i. Space/Room Number
- ii. Space Function
- iii. Space Net Square Feet
- iv. Space Use Description [Use Lookup]
- v. Room Description [Use Lookup]

C. The space data shall be listed in separate columns with the headings as listed in the provided EXCEL template. Example GSF information from EXCEL template, GSF tab:

| Floor Level | Level | GSF Gross Area per floor [SF] | | |
|--------------------|----------|----------------------------------|----------------------------------|--------|
| 01 | LEVEL 01 | 4,984 | | |
| 02 | LEVEL 02 | 11,704 | | |
| 03 | LEVEL 03 | 11,554 | | |
| 04 | LEVEL 04 | 3,801 | | |
| Auto-Generate Tabs | | Add a Row | Add Multiple Rows | |
| TOTAL | | 32,043 | Sum of Gross Area per floor [SF] | |
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D. Example Floor Level chart from EXCEL template [partial]:
 a. Provide one chart per level

| Floor Level | Floor Plan Room Number | Room Name | NASF Net Assignable Room Area [SF] | Space Use Description [use lookup] | Room / Space Description [use lookup] | Space Use Code [auto populates] |
|-------------|------------------------|-----------------------|---------------------------------------|--|--|------------------------------------|
| 01 | 0132 | ELEVATOR LOBBY | 597 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | 0132A | VESTIBULE | 99 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | 0132B | CORRIDOR | 57 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | 0136 | CORRIDOR | 239 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | 0140 | LARGE CONFERENCE ROOM | 1,233 | 350 - Conference Room | New Room in New Building | 350 |
| 01 | 0141 | JANITOR | 40 | XXX - Building Services | New Room in New Building | XXX |
| 01 | 0142 | ELECTRICAL ROOM | 40 | YYY - Mechanical | New Room in New Building | YYY |
| 01 | 0143 | IT DATA | 81 | 710 - Central Computer or Telecommunications | New Room in New Building | 710 |
| 01 | 0145 | MEN'S RESTROOM | 145 | VVV - Toilet | New Room in New Building | VVV |
| 01 | 0146 | WOMEN'S RESTROOM | 162 | VVV - Toilet | New Room in New Building | VVV |
| 01 | 0150 | TICKET AMBASSADOR | 204 | 310 - Office | New Room in New Building | 310 |
| 01 | 0150A | ELECTRICAL ROOM | 462 | YYY - Mechanical | New Room in New Building | YYY |
| 01 | 0160 | SUPPORT SPACE | 438 | XXX - Building Services | New Room in New Building | XXX |
| 01 | ST0133 | OFFICE NORTH STAIR | 280 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | ST0170 | OFFICE SOUTH STAIR | 159 | WWW - Circulation Area | New Room in New Building | WWW |
| 01 | EL0134 | ELEVATOR | 72 | WWW - Circulation Area | New Room in New Building | WWW |
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INSTRUCTIONS
Project Info
GSF
LEVEL 01 Level
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| REVISION DATE | PAGES | REMARKS |
|----------------------|--------------|--|
| 10/2025 | ALL | General Update |
| 3/2026 | ALL | Verified document meets ADA Digital Accessibility Requirements |
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