

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_spreadsheets_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.

D. 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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E. 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
LEVEL 02 Level
LEVEL 03 Level
LEVEL 04 Level
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