I. Introduction/Purpose

The purpose of these Harvard Medical School Design Standards is to outline the requirements and expectations of Harvard Medical School (HMS). The Design Standards are not all inclusive of requirements as discussed in Section II.

Design standards apply to all Project Categories as outlined in the **Project Delivery Process**.

Design standards are available on the HMS website as outlined in the request for proposal (RFP).

All design consultants and contractors are expected to fully review these standards as part of their services to Harvard Medical School. At each applicable design phase (SD, DD, CD and GMP), vendors will include a completed **Compliance Form** with each submission. For any sections of drawings and specifications, submittals or change requests that do not comply with the standards, the **Waiver Request Form** must be completed.

II. Applicability to HMS Projects

a. General statements – code and regulations.
All applicable City of Boston, Commonwealth of Massachusetts and federal regulations are considered to be requirements. Any exception shall be identified and submitted during the proposal period. Certain code requirements for existing space may be permitted to remain under prior (grandfathered) conditions and be evaluated on a project-specific basis.

Governing regulations include, but are not limited to, those listed below. Additional requirements may be defined on a project-specific basis by the OWNER or in response to the CONTRACTOR'S proposal or Request for Information (RFIs).

ANSI
ASHRAE 36, 61.2, 90.1
ASTM
AWG
City of Boston Building Code
EPA
Harvard Green Building Standard
IECC
IEEE
MA DEP
Massachusetts Electrical Code
Massachusetts State Building Code 780 CMR
Massachusetts Stretch Energy Code
NEMA
NETA
NFPA 13,14,20,24,25, 45, 70,72,101,110
OSHA
UL 268, 464, 864, 1971

b. HMS Planning, Design and Construction (PDC) Project Manager prepares and issues the

requests for proposal (RFP), manages the requests for information (RFI), leads the design process, issues contracts and works jointly with the HMS PDC Construction Manager during construction. Additionally, the PDC Project Manager reviews/approves and/or rejects change orders and invoices. The PDC Project Manager also gathers all required close-out documentation.

c. HMS Facilities is the owner, maintainer and operator of the project upon occupancy, placed- in-service or final closeout as outlined within each project.

d. Request for Deviation/ Design Standard clarification process.
   i. Requests for deviation from Design Standards must be submitted via the **Waiver Request Form**
   ii. Deviations from the Design Standards are reviewed and/or rejected jointly by HMS PD&C and HMS Facilities Engineering.
   iii. HMS Facilities Engineering shall maintain approved waivers for consideration in a future Design Standard revision.

III. Applicability to HMS Facilities & Custodial Maintenance and Operations (Non-Capital Projects)

a. All components, subsystem and system changes are subject to the latest published HMS Design standards. Requests for deviation shall be submitted through the HMS Change Control process. "At Risk" Change Control is not permitted for this use.

b. Requests for clarification shall be made in writing to the HMS Manager Facilities Operations Planning who in turn will coordinate the HMS Facilities response.

c. Clarification will be provided in writing by the HMS Manager Facilities Operations Planning to the requestor and their immediate management.

d. Consideration will be given to requests for deviation based on surrounding or connecting components, sub systems or systems installed and operated to a previous HMS Design Standard edition.

IV. Governance / Administration

a. The OWNER intends to maintain applicability of the design standards established at the outset of the RFP process. Any subsequent revisions shall be limited to those required for regulatory compliance, as determined solely by the OWNER, or to modifications that expand or relax requirements in a manner beneficial to the Project. HMS will avoid incorporating changes to the project documents during the construction document phase. Some requested changes may require both schedule and budget analysis to determine applicability.

b. Effective dates and/or revision of HMS design standards will be specified at the onset the project by the OWNER.
   i. Each Design Standard edition (effective date and revision level) is listed on the HMS website and can be found here:
   ii. The Project specific Design Standards edition and/or revision use in the contract documents shall be identified as such.
   iii. When a new revision becomes effective, it is the responsibility of the HMS Project Manager, supported by HMS Facilities Engineering, to determine the applicability in whole or in part for the project already underway. The HMS Project Manager will provide written clarity where changes to the contracted HMS design standards are to be utilized.

c. Revisions to Design Standards

i. HMS Facilities Engineering will capture all requests for clarification and approved deviations for incorporation into future revisions

ii. HMS Facilities Engineering will conduct reviews and update HMS Design Standards where necessary, at least every 5 years.

iii. HMS Facilities Engineering will stay up to date of regulation and proven industry and technology trends for consideration in forthcoming revisions

iv. All Design Standards revisions shall be reviewed/approved jointly by HMS Planning, Design & Construction and HMS Facilities Engineering before submittal to the HSM Facilities Change Control system.

END