



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 |



Classroom

Program Space Name

100, 101, 102

Room Number(s)

LSA / Biology

Department

DD/ 01-10-2021

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 | | | |
| <i>Other Equipment</i> | | | |
| | | | |
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| | | | |
| | | | |
| 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 | | |
| | | | |

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 through AS-BUILTS

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).

Project Name: New Building

Project Number: P00000000