RMIT UNIVERSITY

Property Services

# Design Standard

## Volume One: Introduction

Issue 7 2015

**August 2015**

# Design Standards – Volume One Introduction

**August 2015**

## Version Control

This document will be updated and re-issues to reflect approved change to content, and is subject to version control. The version record and status is documented below

## Document Change History [1]:

| Version | Date | Author | Comments |
|---|---|---|---|
| 7.0 | 31/07/2015 | Property Services | Complete review of standards |
| | | | |
| | | | |
| | | | |

## Owner

The overall responsibility for these standards resides with RMIT University Property Services

## Review

This Document is reviewed every two years

[1] Printed copies of this document are considered uncontrolled and may not reflect the most recent revision

# Table of Contents

# 1. Introduction

## 1.1 Background

RMIT University's Design Standards set out the minimum requirements for the design and construction of all RMIT facilities. The Design Standards must be referred to when designing and specifying any new facilities or refurbishing existing buildings.

The intent of the Design Standards is to help create sustainable facilities that will provide the best possible environment for learning and research. The Standards are intended to provide designers with clear performance criteria to apply to the design of new facilities, while enabling room for innovative outcomes that enhance the built environment.

## 1.2 Scope

The Design Standards apply to all new and refurbished buildings and construction projects across RMIT owned or leased premises.

## 1.3 Structure

The Design Standards are comprised of twelve volumes as detailed below. All volumes of the standards are available on the RMIT Property Services Design Standards web page.

- Volume One Introduction
- Volume Two Architecture and Planning
- Volume Three Electrical Systems
- Volume Four Fire Protection Systems
- Volume Five Hydraulic Systems
- Volume Six Mechanical HVAC Systems
- Volume Seven Vertical Transportation Systems
- Volume Eight Building Management Systems
- Volume Nine Electronic Security
- Volume Ten Communications
- Volume Eleven Audio Visual
- Volume Twelve Landscape
- Design Standards Checklist

This document, *Volume One - Introduction*, details the overarching approach and principles that underpin building design at RMIT. The document provides context on the organisational and governance arrangements that apply to the design and construction of new facilities and describes the key principles that underpin the requirements of the Standards.

This Volume is intended to be read in conjunction with all volumes of the Standards, which describe the specific requirements for each aspect of the design.

# 2. About RMIT

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. Our teaching, research and partnerships combine to create value in the global economy, support enterprise, and serve the needs of diverse communities.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

Founded in 1887, RMIT is one of Australia's oldest educational establishments and is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

The University's total student population of 82,000 includes 30,000 international students (onshore and offshore).

## 2.1 RMIT Campuses

RMIT has three Melbourne campuses, located in the central business district and in Brunswick and Bundoora in the city's northern suburbs. RMIT has a regional campus in Hamilton, Victoria and international campuses in Hanoi and Ho Chi Minh City in Vietnam and Barcelona, Spain.

Maps of RMIT campuses are available at:
http://propertycentral.gm.rmit.edu.au/customDefault/home/

RMIT's property portfolio is valued at over $1B and includes approximately 120 buildings spread across all of RMIT's campuses and sites.

## 2.2 RMIT Organisational Structure

RMIT is organised into operational portfolios that report through the Vice-Chancellor and President to the University Council. These groups are responsible for overseeing the integrated support services and various activities and partnerships of the University.

The portfolios are as follows:

- Academic Colleges and Schools
    - College of Business
    - College of Design and Social Context
    - College of Science, Engineering and Health
- Academic Portfolio
- Engagement and Vocational Education Portfolio
- Strategy and Governance Portfolio
- Research and Innovation Portfolio
- International Portfolio
- Resources Portfolio

The Resources Portfolio supports RMIT students, academics and staff by ensuring that human resources, financial and infrastructure needs are met. Within this Portfolio, Property Services Group is responsible for the delivery of the University's capital works program and maintenance of the University buildings and grounds.

More information on RMIT's organisational structure and an organisation chart is available at: https://www.rmit.edu.au/about/governance-and-management/organisation-structure/

### 2.2.1 Property Services Group

Property Services Group (PSG) ensures that buildings and infrastructure are maintained to a high standard and that campus grounds are secure. The PSG is also responsible for refurbishing, planning, design and construction of facilities for academic and administrative purposes.

PSG operates under the direction of the Executive Director Property Services, who reports to the Vice-President Resources.

PSG is organised into four departments, which each report through a Deputy Director/Manager to the Executive Director:

- Planning and Asset Utilisation
- Projects
- Facilities Services
- Real Estate Services

The responsibilities of each department are detailed in the following sections.

#### 2.2.1.1 Planning Asset and Utilisation (PAU)

PAU undertakes strategic infrastructure planning, space planning and timetabling. PAU works with University stakeholders to develop the initial brief for projects and works with consultants and designers to scope specific spaces within the project to meet RMIT's functional requirements.

The Managers of Client Relations (MCRs), within the PAU department, serve an important role by assisting University stakeholders to access the appropriate advice and services within PSG. As such, the MCRs are an integral part of the project team and are engaged throughout project design and delivery to ensure that stakeholder's needs are met.

The MCR assigned to each project will attend the Project Control Group/Project Client User Group and Property Services project team meetings (see Section 2.3). The MCR will arrange project sign-off in conjunction with the stakeholder representative, Project Manager and other relevant parties during the design and construction phases of the project.

#### 2.2.1.2 Projects

The Projects branch addresses the construction needs of the University. The branch is responsible for the management and implementation of all major capital works, building refurbishment and major maintenance projects on all University campuses. This includes the delivery of:

- Capital works programs: projects valued at $1 million or above, to improve learning, teaching and research spaces so that students and staff can enjoy world-class facilities
- Annual works projects: valued between $5000 and below $1 million, for services such as teaching space and infrastructure upgrades, sustainability projects and public artwork

Within the Projects branch, RMIT's Project Managers are responsible for co-ordinating the project team, including external consultants, designers and RMIT internal stakeholders, to deliver capital and annual works to scope, time and budget.

#### 2.2.1.3 Facilities Services

Facilities Services is responsible for the operation and maintenance of the University's facilities and services. Its responsibilities include:

- Corrective and preventative maintenance of building fabric, engineering services and grounds
- Management of cleaning, waste management, mail and removals contracts
- Fire, Security and Emergency services
- Planned maintenance programming
- Sustainability services, including resources management and project ESD advice

Facilities Services is the prime stakeholder for project security, sustainability, operational and maintenance considerations.

#### 2.2.1.4 Real Estate Services

Real Estate Services is responsible for:

- Property acquisitions and disposals
- Leasing, including leasing of retail spaces
- Campus car parking

### 2.2.2 Other Stakeholders

Each project will have its own set of unique stakeholders, depending on the nature, location and end use of the facility. Some typical stakeholder groups are detailed below.

#### 2.2.2.1 User Groups

The end-users of the project may be the Colleges and Schools or any of the operational portfolios. Stakeholders representing the end-user group are consulted through all stages of project delivery to ensure that the project delivers the required functionality and amenity.

#### 2.2.2.2 Human Resources

Human Resources group is responsible for providing professional advice and support to the RMIT community in the areas of occupational health and safety, rehabilitation, workers' compensation and staff assistance. The group acts in an advisory role to ensure compliance of new facilities with the relevant legislative and statutory requirements, standards and guidelines.

#### 2.2.2.3 Strategic Sourcing and Procurement

The University's Strategic Sourcing & Procurement (SS&P) function is responsible for ensuring that the University selects, contracts and manages vendors appropriately. SS&P will provide advice and support for procurement processes through all stages of project delivery.

Information on RMIT's tender and quotation policies and procedures, overseen by SS&P, is available at the following link:

http://www1.rmit.edu.au/browse/Staff/Workplace%20essentials/Policies%20and%20procedures/Finance%20and%20procurement/Procurement/

#### 2.2.2.4 Information Technology Services (ITS)

Information Technology Services (ITS) provides RMIT University with information and communication technology in support of RMIT's research, learning teaching and administrative activities. Representatives from ITS provide input on the specific project requirements to enable delivery of the relevant ITS to the facility.

ITS is responsible for RMIT's IT and AV standards, which will be referenced in the Design Standards where relevant and should be used as a standalone reference document for all projects.

#### 2.2.2.5 Students Group

The Students Group offers targeted support and resources to RMIT staff and students. The Group provides services that support teaching, the academic and career success of students and that assist students who are facing personal issues that might affect their academic performance. The Disability Liaison Unit (DLU), within the Students Group, can provide advice on disability access considerations.

## 2.3 Project Management and Governance

Specific arrangements are in place to ensure effective management and governance of project delivery. These are described in the following sections.

### 2.3.1 Gateway Project Management Framework

Effective delivery of capital works at RMIT relies on the input of many internal and external stakeholders and sign-off at key project milestones. This process is governed by the RMIT Gateway Framework.

The Framework ensures that appropriate consultation and sign-off occurs at key decision points and provides transparency and accountability.

The project activities undertaken at each stage of the Gateway process are detailed below.

The Gateway process comprises four gates namely:

Gate 1 – Strategic Assessment

Gate 2 – Business Case Development

Gate 3 – Project Delivery and Implementation

Gate 4 – Project Evaluation and Review

An overview of the Gateway process is available at the following link:

**http://www.rmit.edu.au/propertyservices/gateway**

It is the responsibility of the consultant team to ensure that the appropriate engagement has occurred at all stages of the project in accordance with the Gateway Framework.

### 2.3.2 Project Governance

#### 2.3.2.1 The Infrastructure and Information Technology Committee

The University Infrastructure and Information Technology Committee has oversight of RMIT's major capital infrastructure and information technology investment program. The Committee is responsible to Council and provides advice on infrastructure and information technology matters including:

- Developing the Capital Development Plan encompassing both information technology and infrastructure, including long-term and short-term priorities
- Oversight of the University's asset management, covering the physical assets of the University, their condition, maintenance and lifecycle planning
- Considering major capital infrastructure and information technology projects/investments of significant complexity or risk, or of strategic significance to the organisation and making recommendations on future directions
- Monitoring the progress of significant projects to ensure they evidence value for money, efficiency, meet key milestones and performance indicators

#### 2.3.2.2 Campus Design Development Committee

The Campus Design Development Committee (CDDC) has oversight of designs that impact the aesthetics of the University's built form. The Campus Design Development Committee is an advisory committee to the University Council and consults with Property Services during the consultant appointment process and has representation on the selection panel.

### 2.3.3 Capital Works Project Governance

Due to their size and complexity, specific governance arrangements are in place for Capital Works projects. Governance arrangements will vary from project to project depending on requirements. Below is an example of a typical Governance arrangement.

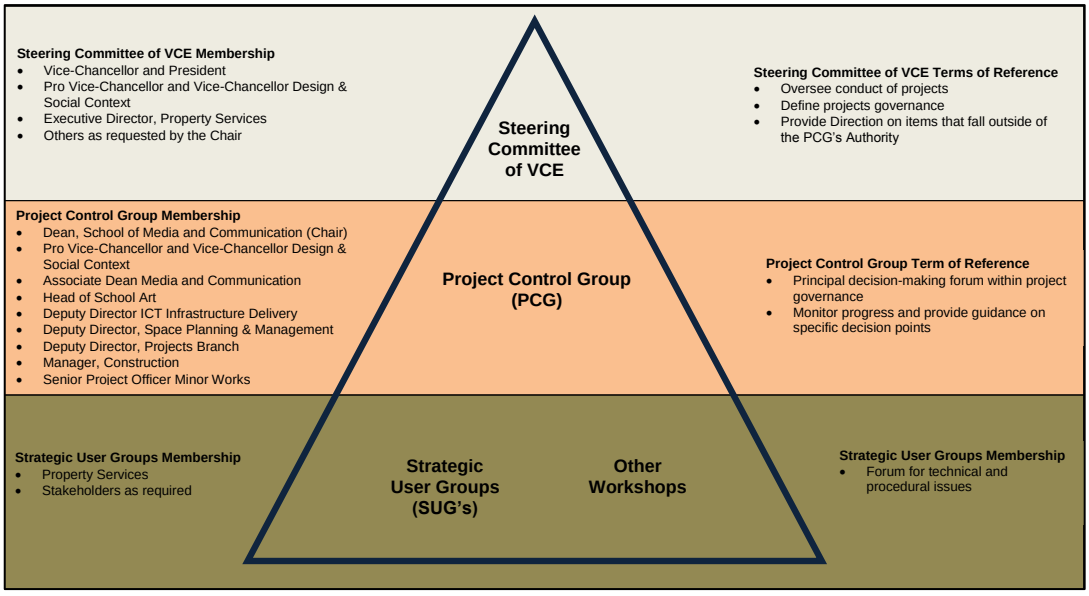


**Figure 1: Capital Project Governance**

#### 2.3.3.1 Steering Committee

The Steering Committee provides oversight of project governance arrangements and monitors project delivery. The Project Control Group (see 0) may refer decisions, which fall outside its authority, to the Steering Committee.

#### 2.3.3.2 Project Control Group

The Project Control Group (PCG) is the decision making forum, which serves as a board of management for the project to ensure that both the principal stakeholders and the project team maintain a consistent overview of the project and have formal involvement in major decisions.

#### 2.3.3.3 Strategic User Group

A Strategic User Group (SUG), comprising representatives of those Departments that will ultimately use the new facilities, may be appointed by the PCG to assist the design consultants in planning and the development of the Project Brief.

When Council has approved the project to proceed to the next phase, the User Group may continue to meet as required to consider major issues that arise during detailed design and construction.

#### 2.3.3.4 Technical Working Groups

Workshops with relevant stakeholders will be organised as required to address particular project issues (e.g. ESD, facilities maintenance, ITS/AV).

# 3. Key Design Principles

RMIT is a global university of technology and design with its physical presence in city and urban environments.

RMIT has developed a strong reputation for built environment design and innovation across its campuses. As embodied in its Infrastructure Plan, the University aims to achieve excellence in architectural and urban design, sustainability, and in spaces for teaching, learning and research. These attributes have played a significant role in establishing RMIT's identity and brand, and will continue to reinforce RMIT's reputation as a vibrant, urban, and innovative institution.

Key attributes include:

- Urban - Ensuring the University's built environment engages and demonstrates leadership in urban contexts and partnerships with cities, countries and industry
- Design - Ensuring the University's built environment reflects design excellence in a sustainable and urban context
- Global - Strengthening the internationalism of the University's built environment across communities
- Technology- Ensuring the built environment is integrated with leading and 'best practice' technologies to support learning, teaching and research

The Design Standards are intended to support projects that deliver these attributes, while also ensuring that University buildings and grounds can be operated and maintained efficiently, safely and with minimal disruption into the future.

The Design Standards are 'performance focussed'; their emphasis is on the outcome that RMIT is seeking to achieve. The means by which the outcome is achieved is left to the expertise of the designer. The Standards are 'input focussed' or prescriptive, only where a specific quality or performance is required or where compatibility with current systems is warranted.

The key principles of the Design Standards are:

- Safety
- Accessibility
- Innovation
- Student Experience
- Maintainability and Serviceability
- Modularity and Standardisation
- Reliability
- Compatibility
- Sustainability
- Heritage and Culture
- Life Cycle
- Precinct Wide Solutions

Design considerations associated with these principles are summarised in the following sections.

## 3.1 Safety

RMIT is committed to providing a healthy, safe and secure workplace for staff and students, contractors and visitors.

RMIT has a number of specific policies, procedures and guidelines in place to ensure the safety and security of their employees, their students, and the general public. These requirements are available at the link below and should be reflected in the design and delivery of all capital works.

http://www1.rmit.edu.au/browse;ID=ek6g51xhb4m1

RMIT has a duty under WHS legislation to ensure, so far as is reasonably practicable, that any structure commissioned is installed, constructed, commissioned, maintained and used without risks to health and safety. This includes integrating control measures to ensure the safety of people who build, commission, operate, maintain, use, and ultimately, demolish the structure.

Designers are to consult with RMIT on risks to health and safety to ensure that risks are identified, assessed and eliminated or, if elimination is not reasonably practicable, minimised through implementation of appropriate control measures.

An OH&S review/Safety in Design assessment shall be completed in association with RMIT, as per RMIT's Safety in Design guidance and legislative requirements. Project risk management workshops will be undertaken and facilitated by the design team with the relevant RMIT stakeholders. The workshops will systematically identify hazards, assess risks and identify controls to appropriately manage risk.

The design and construction of the facility is to provide the end user with an environment fully compliant with all relevant Occupational Health and Safety guidelines.

## 3.2 Accessibility

Building design shall enable ready access by persons with disabilities in accordance with the Building Code of Australia, Disability and Discrimination Act, Disability (Access to Premises - Buildings) Standards and Australian Human Rights Commission Guidance https://www.humanrights.gov.au/our-work/disability-rights/guides. Specific consideration should be given to:

- Entranceways that enable disabled persons to enter and exit the building through the same doorways as the remainder of the University population
- Availability of accessible bathroom facilities
- Provision of accessible car-parking spaces
- Lecture theatres and classroom facilities that provide a variety of accessible locations

## 3.3 Innovation

The design shall deliver the key design attributes of urbanity, design excellence, global presence and best practice technologies.

The design aesthetics shall incorporate innovation, functionality and cost effectiveness to achieve a design tailored to each facility taking into account the surrounding environment, local urban or landscape character and site topography. Due care must be given to enhancing and complementing the existing streetscape, urban spaces and environment.

The design team shall coordinate interdisciplinary design workshops to identify opportunities for design innovation. Where appropriate project teams should engage with students and researchers to provide opportunities to use the campus as a 'living laboratory' for learning, research and work integrated learning opportunities.

## 3.4 Student Experience

Project design must consider the needs and requirements of students and deliver public, common and recreational spaces that serve to attract and retain students on campus. Projects shall aim to deliver the next generation of innovative formal and informal learning and teaching spaces, and should consider:

- Supporting the University's global vision providing opportunities within the learning spaces to connect with our campuses and partners both onshore and offshore and bring them into the learning space
- Cutting edge AV and technology to enable the 'global' classroom
- Access to daylight and transparency
- Activation of the public realm
- Fostering a campus experience of collegiality, engagement and community for students and staff

## 3.5 Maintainability and Serviceability

RMIT recognises the importance of building facilities that can be maintained economically and with minimal interruption to University activities. RMIT seeks to develop high quality, long- life buildings with low maintenance requirements and ease of serviceability. In support of this aspiration the design solution is to:

- Facilitate safe and secure access for planned maintenance, reactive repair and replacement/ refurbishment works (including vehicle access and safe and secure access for replacement and decommissioning of large critical assets)
- Minimise the demands on facility and security resources to maintain a 'Business as Usual' environment
- Minimise the need for maintenance interventions over the design life of the facility

Key considerations include:

- Durable building fabric selection
- Construction and detailing solutions
- Design to enable efficient building operation including features that facilitate waste removal and deliveries
- Environmental design features that deter criminal behaviour and enhance security
- Location of plant and equipment to provide access for maintenance
- Sourcing decisions, including availability of replacements and spare parts

Buildings should be designed to be maintenance free as far as practicable. Where periodic maintenance will be required, consideration should be given to issues such as safe access, working at heights, confined spaces, disruption to use and cost.

## 3.6 Modularity and Standardisation

Whilst RMIT promotes innovation in design and actively promotes variety in the appearance of its facilities and buildings, there remains ample opportunity to leverage standardisation in a number of areas without compromising RMIT's high level vision. These opportunities include, but are not limited to, HVAC, lighting, control systems, windows, roofing materials.

Key areas of consideration include:

- Modularity of elements (to facilitate removal and replacement)
- Provision of fault detection and isolation points for building services
- Ability to repair elements (in preference to replacement)
- Standardisation and availability of replacement parts

The design of spaces should also cater for future flexibility and adaptability to ensure that spaces can be easily modified to respond to the evolving requirements of office, research and teaching practices.

The following are to be considered during the design process:

- Use of lightweight internal walls
- Minimise internal loadbearing walls e.g. building cores for stairs, lifts and toilets
- Location of services to provide maximum flexibility for future refurbishments
- Planning for possible future expansion, alteration or adaptation to new uses
- Provide flexibility to adapt to new Information and Audio Visual (AV) technologies

## 3.7 Compatibility

The Design Consultant shall liaise with RMIT early in the design process to ascertain key and/ or unique compatibility requirements. The design solution shall ensure that new works are compatible with existing systems, components and service agreements including, but not limited to, ITS, Audio Visual (AV), Building Management System (BMS), electronic security, cleaning, waste and maintenance services.

## 3.8 Reliability

Standard and established products with a known long life span and proven reliability shall be specified. Products should be high-quality, commercial grade and designed for heavy use.

In some instances, the Design Standards specify brand names and this indicates the University's preference for a particular product due to known reliability of compatibility considerations. Consultants may offer alternatives where they can demonstrate that such alternatives are superior to the brand name specified.

## 3.9 Sustainability

All projects are to apply appropriate Environmentally Sustainable Design (ESD) principles to minimise environmental impacts, whilst showcasing innovation and design excellence.

Key considerations during the design stage include, but are not limited to:

- Achieving energy efficiency through design, building fabric, HVAC and lighting systems that deliver optimum whole of life cost outcomes
- Efficient resource and materials utilisation, particularly water resources
- Facilitating facility maintenance and operational practices that minimise or eliminate harmful effects on people and the natural environment
- Investigating alternative energy sources including grid connected solar power
- Investigating opportunities to improve indoor environment quality and exterior spaces leading to increased productivity and better health
- Limiting whole of life environmental impacts through appropriate material and product selection
- Optimising the use of materials and products with recycled content, including construction or demolition waste (provided that they are chemically and mechanically stable and not prone to 'off-gassing' or particulate breakdown over the life of the building)

- Promoting building design and construction practices that minimise construction waste, especially harmful construction waste, and encourage the reuse/recycling of unavoidable waste
- Reduction or elimination of toxic and harmful substances in facilities and surrounding environments

A minimum of a 5-Star 'As-Built' Green Star rating is the normal design requirement for new projects and major refurbishments. RMIT will advise if the project is to seek formal certification under a Green Star rating tool.

Achieving a rating that exceeds 5-Star is encouraged only where it can be demonstrated that there is a robust business case for the incremental capital expenditure required to achieve the higher rating through delivery of whole of life cost benefits, user amenity or functionality.

## 3.10 Heritage and Culture

Design consultants shall recognise that project works contribute to a rich, established built context and shall, as part of their design proposal, outline the approach to the specific Heritage context.

Design consultants shall establish if any cultural and/ or Heritage controls exist, including Building Conservation Plans, and shall comply with all obligations and recommendations.

Design consultants shall consult with the original or previous designers to review proposed alterations to existing structures.

Consultants should explore opportunities to acknowledge and enhance the cultural elements of RMIT and the surrounding contexts (e.g. Melbourne's café culture and bluestone laneways, Bundoora's biodiversity and indigenous heritage).

## 3.11 Life Cycle

RMIT not only creates the built environment which supports its core business, it is also responsible for ensuring that the built environment is managed and maintained in a manner that effectively support its core business throughout its design life.

While capital expenditure will be subject to budgetary constraints, so too will operational expenditure.

Design teams must consider holistically the capital and operational expenses presented by different design solutions and shall empower RMIT to make design decisions based on whole of life costs including 'spend to save' initiatives, which might present a cost premium in the construction costs but offer economies over the design life of the facility.

RMIT aims to achieve the optimum balance between capital and operating costs, consistent with a constant level of quality and service throughout the lifetime of its buildings. Designers must justify the selection of particular systems, equipment and products that could result in increased operating costs for the University over the life span of the item.

Throughout the design process, the Design team is to consider the implications and estimates of costs, for designs, materials, construction techniques, finishes, equipment and energy systems, which will develop economies on a life cycle costing basis. In selection of services and associated equipment, the capital / installation cost is to be balanced against operational and maintenance costs. Operating costs and comparisons including pay back periods are to be included in the life cycle costing analysis.

The design and selection of all power, electrical and mechanical equipment shall include life cycle costing of energy use and power demand analysis.

The life cycle costing analysis shall be carried out in accordance with AS3595-1990 'Energy Management Programs – Guidelines for Financial Evaluation of a Project'.

The general requirement for design decisions is to compare life cycle cost in year 30 for the various options, but there shall be consideration given to providing an alternative design life for:

- Building fit out
- Building structure
- External plant materials and surfaces
- Plant and equipment
- Roads and pavements

## 3.12 Precinct Wide Solutions

Design consultants shall investigate the opportunities to establish or interface with existing infrastructure or other components to leverage precinct-wide synergies and economies of scale.

# 4. Application of the Design Standards

The Design Standards are to be utilised for the design of all new and refurbished buildings and construction projects across RMIT owned or leased premises.

Compliance with these Standards will be reviewed through the design and delivery of new projects, specifically in Gate Two and Gate Three of the Gateway management process detailed in Section 2.3.1.

## 4.1 Relationship to the Building Code and Australian Standards

The Design Standards do not set out to describe or compromise in any way the normal requirements and provisions for specifying services detailed in relevant building codes and standards. If the requirements of the Design Standards are at variance with the requirements of good engineering practice, the National Construction Code and/or the requirements of the various statutory authorities, then the requirements of the Design Standards shall be superseded accordingly.

The current National Construction Code (comprising the Building Code of Australia and the Plumbing Code of Australia) and any applicable Australian Standards should be taken as being the minimum standard required for a project. However, higher standards are required in some areas as detailed in the Design Standards.

Facilities shall be designed to comply with relevant Standards and Codes, applicable to the proposed work and current at the time of design. Codes, Standards and Guidelines issued by government authorities may be applicable. Authorities may include, but are not limited to:

- Environmental Protection Agencies
- Heritage Authorities
- Network Supplier
- Occupational Health and Safety Authorities
- Planning Authorities The Electricity Network Service Provider
- Metropolitan Fire Brigade, for operational requirements
- Gas Supply Authority
- Water Supply Authority

This document does not relieve any person or company commissioned by, or contracted to, RMIT of compliance with the requirements of all relevant legislation, including the Building Code of Australia, local government ordinances, Fire Safety Act, Workplace Health and Safety Act, Australian Standards 1428 Series and all other relevant Australian and international standards.

If an ambiguity occurs between this document and relevant legislation, the issue shall be conveyed in writing to the nominated RMIT University Property Services representative.

## 4.2 Responsibilities

The responsibilities for implementation of the Design Standards are as follows:

- The Design Consultant is responsible for applying the Design Standards as part of the design and documentation of the project.
- RMIT is responsible for reviewing compliance with the Design Standards, and shall interpret and assess queries as required.
- RMIT Property Services Group is the document owner and is responsible for review and regular update of the Standards.
- All users are responsible, and encouraged, to provide feedback and suggestions for how the Standards can be improved.

## 4.3 Demonstrating Compliance with the Standards

Designers are required to confirm compliance and justify any proposed deviations by completing the Design Standards Checklist.

All deviations must be approved by RMIT prior to commencing design. Unless a robust justification is provided for deviations from the Standards, it is unlikely that approval will be given.

Design Standards compliance is achieved through completion of the Design Standards Checklist and endorsement by RMIT of any proposed non- compliances.

## 4.4 Document Control

The Design Standards are controlled documents. The latest version of the Standards can be found at http://www1.rmit.edu.au/propertyservices/dsb2009.

# 5. References

- Australian Human Rights Commission Guidance on Disability Access
  https://www.humanrights.gov.au/our-work/disability-rights/guides
- RMIT Strategic Plan
  https://www.rmit.edu.au/about/our-strategy/
- Capital Development Program
  http://www1.rmit.edu.au/browse;ID=af58pfsnws09
- Contractor Safety
  http://www1.rmit.edu.au/propertyservices/safezone
- Design Standards Brief
  http://www1.rmit.edu.au/propertyservices/dsb2009.
- Gateway Project Management Framework
  http://www1.rmit.edu.au/propertyservices/gateway
- Infrastructure Plan – Property
  Infrastructure Plan
- OH&S policies, procedures and guidelines
  http://www1.rmit.edu.au/browse;ID=ek6g51xhb4m1
- Property Central (RMIT campus maps and building information)
  http://propertycentral.gm.rmit.edu.au/customDefault/home/
- Tender and quotation procedure
  http://www1.rmit.edu.au/browse;ID=falcqta4za1nz

**Available on request:**

- Integrated Asset Management Plan
- Integrated Sustainable Transport Plan
- ITS program of works
- Retail Strategy – City Campus
- RMIT Space Standards
- Safety in Design Guidelines
- Sustainability Committee Action Plan
- Sustainable Urban Precincts Program (SUPP)
  Detailed Facility Study and Measurement & Verification plan.