

## ARCHITECTURE STATUS REPORT INSTRUCTIONS

### UNDERSTANDING THE REPORT

The Architecture Status Report can be downloaded from the “Forms” section of the “Forms & Standards” PDC webpage: <https://facilities.ufl.edu/projects/forms-standards/>

The Architecture Status Report is intended as a concise summary of the project at checkpoints throughout the project schedule and should be filled out and submitted with each invoice. This report will be periodically shared with upper leadership at the university. Therefore, special care should be taken to ensure all information presented in this report is clear and accurate.

There are two Architecture Status Report forms: one for the design phase of the project, and one for the construction phase. The reports are set up to transition from the design version to the construction version during the bidding phase. We understand that depending on the project delivery method, the bidding phase may occur during design. Therefore, please select the form most applicable to the current status of your project.

### COMPLETING THE REPORT

The following is a guide to what should be included in each form field, beginning on the far left-hand side of the report. As a note, the form is set up so that project information on the far left-hand side will likely not need updating between each report submission. Please keep your answers concise. This form will be printed periodically; text must be legible and must not exceed the form field (no scrolling text).

#### **TEXT:**

**UF NUMBER, PROJECT NAME:** UF-###, Abbreviated Project Name if Necessary

**ARCHITECT:** Firm name + Partnering Firm (if applicable)

**SF, SCOPE, & SUSTAINABLE VERIFICATION:** Describe the project SF and scope, and list the sustainable certification program goals (LEED, Green Globes, etc.)

**PROJECT DEADLINES** (Design version):

PD: Pre-Design

CSD: Conceptual Schematic Design

ASD: Advanced Schematic Design

DD: Design Development

CD (60-80%): Construction Documents (60-80%)

CD (100%): Construction Documents (100%)

S&S CONFORMED SET: Signed & Sealed Conformed Set

BIDDING: The date bidding will be completed

**PROJECT DEADLINES** (Construction version):

**BIDDING:** The date bidding will be completed

**ERP:** Early Release Package

**CA:** Construction Administration

**SC:** Substantial Completion

**Cx:** Commissioning

**OO:** Owner Occupied

**DATE:** This is the date you submit the report

**OVERALL TASKS:** Identify what deliverables you are currently working on, and the overall project goals these tasks address.

**RECENT SITE VISIT AND OBSERVATIONS** (For “Construction” form version only): This is not intended to be a replacement of a field report, but rather a summary of it.

**ISSUES, RISKS & DEFICIENCIES:** Identify any problems in the project that need attention.

**UPCOMING DECISIONS & UF RESPONSIBILITIES:** Note the party responsible for each upcoming decision, clearly indicating University of Florida responsibilities.

**SUSTAINABILITY UPDATE:** Describe how you are working towards sustainability in this phase of the project (ex: energy model status, materials selections, waste diversion, etc.)

**SUMMARY & ADDITIONAL COMMENTS:** Provide a “birds-eye-view” summary of the project, and any additional comments outside of the above prompts.

**IMAGES**

Click in each box to upload an image supporting your narrative on the left-hand side of the report. The image boxes are pre-numbered and may be referenced in your text to facilitate your answers.

**NAMING & UPLOADING**

Once you have finished filling out the appropriate version, please save your file using the following file naming convention:

Year-Month\_UF-###\_ASR

Ex: 2024-09\_UF-689\_ASR

The report should then be uploaded to BIM360 or ACC.

If your project is set up in the BIM360 platform, upload under “General→Surveys-Tests-Reports→Architecture Status Report”

If your project is set up in the ACC platform, navigate first to the “Files” tab, then “General→Surveys-Tests-Reports→Architecture Status Report”