

## INTRODUCTION

1. The *Design Guidelines* manual has been prepared by the Bureau of Public Works Design and Construction (the Bureau), Department of Administrative Services (the Department), State of New Hampshire.
2. The *Design Guidelines* manual is a working document for use as a guide in the design of buildings and other public works structures and in the preparation of contract plans and specifications. This manual includes design guidelines, intended to promote consistency and continuity of design work practices. This does not constitute a specification or contract document.
3. This manual promotes consistency of practice and represents the current best thinking of the Bureau, yet at the same time permits the Engineers/Architects to exercise discretionary judgment in its implementation and provides for the incorporation of new ideas. Each Bureau member is encouraged to participate in keeping this document current as design practices change and improve. The manual should be reviewed and revised periodically as necessary.
4. Revisions and updates to the *Design Guidelines* manual will be posted on the Bureau's website as they become available: <https://admin.state.nh.us/purchasing/publicworks/PWdocuments.asp>.
5. Departure from the guidelines may be required for certain building types and land development projects. A building system, product, or design requirement appropriate for office fit-up may not be applicable to hospital, prison, or other work. Requirements may differ from one State agency to another – check with the Using Agency for their requirements.
6. DEPARTURE FROM THE GUIDELINES MUST BE APPROVED BY THE CONTRACT ADMINISTRATOR IN WRITING AND RECORDED IN THE PERMANENT PROJECT RECORDS.
7. “Design guidelines” are herein defined as written procedures, instructions, practices, and “rules-of-thumb” used by the Bureau in the design of buildings and other public works’ structures during the preparation of contract plans.
8. “Contract Administrator” is herein defined as the Department’s Bureau of Public Works Project Manager or other appointed representative having specific authority per RSA 21-I:82 to act on the Department’s behalf and shall be responsible for general supervision, control and direction over all matters pertaining to design, construction, maintenance standards, preservation, and administration of the Contract.
9. “Using Agency” is herein defined as any executive department, commission, independent establishment, public corporation which is an instrumentality of a state board, bureau, division, institution, service, office, officer, authority, administration, or other establishment in the executive branch of the government, who are responsible for the facility and/or will occupy the facility after and/or during the Work. The Using Agency(ies) has/have no contractual agreement with the Contractor and therefore shall not direct the Contractor in any way.