

# State System of Higher Education

## Procedures for Building or Acquiring An Official Residence

### ***Purpose***

To publish space planning guidelines and establish procedures for planning and programming the construction, acquisition, lease, or rental of an official residence at a State System of Higher Education university.

### ***Background***

Construction, acquisition, lease, or rental of an official residence for a System university must be planned and programmed carefully. Planning and programming an official residence involves consideration of the qualitative aspects of size, cost and location of the facility; utility for conducting official functions; and qualitative aspects impacting family life. Such considerations include privacy, safety and security, neighborhood, parking, and access and convenience for both official visitors and residents. The qualitative and quantitative aspects must be addressed before an official residence is constructed or acquired.

### ***Quantitative Considerations***

Attachment 1 contains the Space Planning Guidelines for constructing or acquiring official residences for the System. Planning for construction or acquisition of new official residences must be measured according to these space-planning guidelines. Deviations from the guidelines for temporary or short-term lease or rental of a property for interim use as an official residence may be considered on a case-by-case basis.

The cost of new construction shall be commensurate with the square foot costs established in the current Means cost-estimating guides, adjusted for public construction and site requirements. Acquisition costs shall be determined by the current market value for a facility sized within the space planning guidelines. The cost for any subsequent refurbishment, as required, to make a newly acquired facility habitable as an official residence shall be added to the acquisition costs. The total should not exceed the cost to construct a new facility, including a parcel of land of equal value.

### ***Qualitative Considerations***

The qualitative aspect of privacy for the family and official guests afforded by the location and configuration of the proposed residence to be acquired, constructed, leased, or rented must be evaluated and considered acceptable to the university, Council of Trustees, and Board of Governors, both for official functions and for the resident family. The location must provide a safe and secure environment for the residents and the official guests. Additionally, the location should also afford ease of access, both to the grounds and the interior, for the physically impaired. The residence should be conveniently located for daily life's activities of the resident family. Consideration must be given to the possible needs of young or teenage children. There should be a yard for family outdoor activities, an outdoor area with adequate parking close by for official functions and entertainment, and a separate parking area for the residence vehicles.

Other qualitative features include separately zoned HVAC systems and an energy management system.

### ***Procedures***

The university should conduct a quantitative review of the facility to be acquired, constructed, leased, or rented by comparing the space planning guidelines against the existing university assets. If other facilities exist where the university official functions could be held more advantageously than in an official residence, the space requirements in the official residence can be reduced accordingly. The quantitative review should produce project space requirements for the residence to be acquired, constructed, leased, or rented.

A qualitative analysis should be conducted to determine the quality of life aspects to be incorporated or contained in the residence to be constructed or acquired. Each of the factors discussed above should be considered in the analysis. The results of the quantitative analysis should be added to the results of the qualitative analysis to develop a project scope.

Based on the project scope developed from the quantitative and qualitative analyses, an initial cost estimate should be prepared to establish a cost allocation or monthly rental cost for use in obtaining the services of an architect or realtor. The proposed scope and cost estimate should be forwarded to the Office of the Chancellor, attention Vice Chancellor of Finance and Administration, for review and confirmation with the Board of Governors' criteria for System reserve funding. After approval, the Vice Chancellor of Finance and Administration will work with the university Council of Trustees to design and construct the official residence, lease, rent, or acquire an official residence for the university within the approved scope and cost approved by the Board of Governors.

\\OFFCHAN1\DATA1\F\_A\DRS\Facilities Manual\Apx 9-A-1.doc

**State System of Higher Education  
Official Residence  
Space Planning Guidelines**

Attachment 1

_____University of Pennsylvania	Gross Sq. Ft.	Official Residence	
<b>Official Space<sup>1</sup></b>			
Reception area for 60	1,000		
Dining area for up to 20	380		
Entrance	200		
Closets/Storage	60		
Powder room	40		
Kitchen/catering	370		
Circulation	200		
Guest room with bath	225		
<b>Total</b>	<b>2,475</b>		
<b>Living Space<sup>2</sup></b>			
Living/sitting/family	375		
Den/study	275		
Four bedrooms with closets	1,000		
Master bathroom	200		
Family bath	100		
Family room	625		
Circulation/storage/laundry	450		
<b>Total</b>	<b>3,025</b>		
<b>Site Considerations</b>			
Exterior entertainment area	300 sq. ft. deck		
Two-car garage	625		
Distance from campus - ten minutes			
Parking for ten vehicles			
Handicap accessible			
Smoke detection throughout			
Security system			
Energy management system			
Separately-zoned HVAC			

<sup>1</sup>Official space on same level.

<sup>2</sup>Living space shall be physically separated from official space.

\*Same as sitting room.

\*Adjust for space on campus.

\*\*On same floor as official space.