

## GIP Glossary of Terms

Acronym (if applicable)	Term	Definition
Commissioning	A consulting service	A professional service which insures that various building systems perform to their specified
BOD	Basis of Design	The set of assumptions relating to program, systems and materials from which architectural design proceeds.
BIM	Building Information Modeling	Process involving the generation and management of digital representations of physical and functional characteristics of places
CIP	Capital Improvement Plan	An integrated tool which shows anticipated capital investments over a timeline, as valuable input to annual capital budgeting processes and funds flow analysis.
CAM	Common Area Maintenance	Costs associated with maintaining spaces (interior and exterior) serving multiple occupants,
CAFM	Computer Aided Facility	Typically linked to electronic floorplans (on CAD or Revit), this tool allows for true asset
CD	Construction Documents	The detailed architectural drawings of all rooms, elevations and systems which serve as the
CMR	Construction Manager at Risk	A contractual commitment to a construction manager at a 'Guaranteed Maximum Price',
Design Bid Build	Conventional project delivery approach	Documents are completed. Bids obtained. Contracts signed. Construction delivered.
CRV	Current Replacement Value	The cost of replacing an asset in today's dollars for current use.
Densification	Data driven space assignments	The application of metrics to the determination of space actually needed as compared to space currently occupied, used typically to accommodate more into an existing space, or to reduce a space assignment.
Fast Tracking	Decisions earlier with less	Early Procurement of long lead items, prefabrication of project elements, overlapping of
DFR	Department Funded Research	A term often used to describe research that is not extramurally funded, but rather supported
DD	Design Development	Following SD, this phase of the architectural process locates items within rooms and further
DFS	Desired future state	A term used in strategic planning to allow stakeholders to imagine a future state and build
\$/SF	Dollars per square foot	Used to measure space productivity. Depending on the institution, dollars may or may not include F&A, and may reflect either awards or expenditures. Space included also varies by institution.
Design Assist	Early involvement	Subcontractors and specialists are engaged during the design process to offer advice and analyze concepts so as to get better information earlier. The approach can be employed within various project delivery mechanisms and need not disqualify the participants from project participation should subsequent selections be made competitively.
F&A	Facilities and Administration costs	These are the indirect costs that are part of research or training awards from extramural sponsors. The purpose of these funds is to support the underlying infrastructure.
FICM	Facilities Inventory and Classification Manual	Codes used to identify space type
FCI	Facility Condition Index	A metric allowing for systematic comparison of buildings across multiple physical attributes, typically expressed as a percentage of the building's replacement costs.
FGI	Facility Guidelines Institute	A body of standards aligned with the Academy of Architecture for Health which serves as a key planning tool for the sizing, configuration, function, quantity and types of healthcare spaces. Compliance with FGI is linked to eventual accreditation reviews.

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Decommissioning	For abandonment or change in use	An activity most typical for laboratory spaces, this involves a systematic, safe and orderly shut down and removal of building systems and elements.
FFE	Furnishings, Fixtures, and Equipment	Multipliers of construction costs can create an allowance early on, with detailed lists emerging as a project progresses. These costs are essential to arriving at a total project
Design Build	Integrating design with construction	Project scope, schedule and price are agreed upon and become an earlier contractual commitment of the Owner to a 'design build team', thereby sacrificing degrees of discretion and control in exchange for a higher degree of certainty on a project.
A3 Implementation Plan		A single page tool used frequently in LEAN process improvement to outline a continuous improvement approach to problem solving
Budget, Construction		The sum established by the owner as available for construction of a project, including contingencies for bidding and changes during construction, supervision and inspection fees
Budget, Project		The sum established by the owner as available for the entire project, including construction budget, equipment costs, compensation for professional services, cost of owner-furnished goods and services, contingency allowance and other similar costs (moving, phones, etc)
Codes		Governmental regulations, ordinances, or statutory requirements relating to building construction and occupancy, adopted and administered for the protection of the public health, safety, and welfare
CR		
FRRM	Facilities Renewal Resource Model	Model used to understand the facilities renewal needs based on sub systems
FTE	Full Time Equivalent	A full time employee, typically based upon an annual numbers of hours worked (2080)
Functional and Space Programming	A building program	A room by room, function by function identification of spaces and systems, content within, and relationships between. Solid programming is perhaps your best defense against 'scope creep'.
GIS	Geographic Information Systems	Typically a University wide investment benefiting all Colleges, the system tracks multiple data layers relating to infrastructure and the environment. Its potential applicability as a planning tool is evolving.
GMP	Guaranteed Maximum Price	Issued by contractors and construction managers prior to the completion of detailed construction documents for the general purpose of fixing project costs so that necessary approvals can be obtained.
GSF	Gross Square Feet	The total area in a building for all floors to the outer surface of exterior walls. Gross square feet includes all research and administrative space, retail space, and other areas such as vending machine space and storage. Gross Square Feet also includes Major Vertical Penetration areas greater than two square feet, such as shafts, elevators, stairs, or atrium space. This figure is used in defining construction costs for facilities.
Hotelling	Non dedicated workspace	Space available in key locations to functionally accommodate multiple persons who occasionally require workspace in a building or area, yet not full time. These areas are typically not scheduled.
IDR	Indirect Cost Recovery	see F&A; related to research space -- grant dollars which provide indirect costs for space

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IFMS	Integrated Facility Management Services	an IT-based budgeting and accounting system that manages spending, payment processing, budgeting and reporting
Infrastructure		The permanent structural, logistical and utility delivery systems needed to sustain the base operational activities of an organization
JCAHO	Joint Commission on the Accreditation of Healthcare Organizations	An independent survey body whose teams of healthcare leaders / managers analyze spaces and operating practices for conformance with applicable codes / standards. Findings trigger remediations and upgrades, with JCAHO accreditation helping assure reimbursement for clinical services.
KOP	Kit of Parts	In each mission area (Academic, clinical, research, office), the furniture and equipment items selected as 'standards' are identified and carried forward project to project. Working from a kit of parts allows a branded consistency and negotiated quantity pricing, and is typically captured electronically in a facility data base.
KPI	Key performance indicators	Used in strategic planning, these are the measures that are most meaningful to define
LCC	Lie cycle costing	Total costs of an investment over its useful life, beyond 'first dollar investment', and often inclusive of replacement and operating costs.
LEAN	Lean Process Improvement	A systematic method for waste minimization developed within manufacturing, that is now frequently used within a health care context to drive process improvement and the reduction of waste
LF	Linear Feet	Valuable dimension, related to functional need, which is for calculations of room size requirements when developing a program (shelving requirements, clearances, etc)
MEP	Mechanical, Electrical, Plumbing	These major building systems each involve unique expertise to plan needed capital and operating investments; plumbing often encompasses fire protection also.
MTDC	Modified Total Direct Costs	all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or
MVV	Mission, Vision, Values	Foundational elements of a strategic plan. Mission: a group or organization's purpose ; Vision: desired future state, often aspirational; Values: an organization's stated beliefs, that often relate to its core mission and vision and define its culture
NASF	Net Assignable Square Feet	The area of a floor or office suite that is suitable for occupancy including secondary corridors found within locked tenant areas. It excludes shared space such as main egress corridors, hazardous waste marshaling areas on the loading dock, and other non-programmable space. In calculating nasf no deduction is made for columns and projections that are necessary to the building.
NTG	Net to Gross	A conversion factor applied to assignable square footage so as to convert it to gross square footage. These factors should be selected carefully using historic data, and will vary according to the space type and building configuration.
Occupancy %	Operating assumptions required	The occupancy rate measures how full the space is compared to its capacity, with numbers of days per year or hours of use per day stated clearly as definitions of capacity.
OME	Order of Magnitude Estimate	

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PD	Program Director	A term often used interchangeably with Principal Investigator to describe the individual(s) with the authority and responsibility to direct the program or project described in a grant
PI	Principal Investigator	A term used by NIH and other funding agencies to describe the individual(s) with the authority and responsibility to direct the program or project described in a grant application.
PI Status	Principal Investigator Status	PI status is granted by Universities to individuals who are deemed to have the authority, knowledge, and experience to apply as principal investigators on extramurally funded grants. Often times Universities grant this authority automatically to certain classifications of people (for example, faculty) and have an approval process for other classifications of people (for example, students).
POE	Post Occupancy Evaluation	A learning oriented team review activity at a specified time following project completion, assessing how well a project meets its stated goals.
Pull Planning	A variation of 'large wall planning'	Starting at a targeted completion date, tasks are identified for various disciplines, placed on a timeline, overlapped and sequenced as possible, so as to generate a project work plan.
Punchlist		the list of tasks not completed requiring attention before a construction job is considered finished.
Right sizing	Data driven space assignments	The application of metrics to the determination of space actually needed as compared to space currently occupied, used typically to size an entity when the area relocates.
ROM	Rough Order of Magnitude	A conceptual level of estimating which combines various data points to generate an early approximation of total project costs. It is essential to build in contingency and cost escalation assumptions as to when the project is actually to be implemented.
ROM	Rough Order of Magnitude	related to cost estimates for modifications to space or new construction
RSF	Rentable Square Feet	Square Feet are the sum of Net Assignable Square Feet and the square feet of common areas on the floor (floor common) or in the building (building common). These areas typically include restrooms, break rooms, public corridors, lobbies, closets (LAN, telephone, housekeeping), mechanical/electrical rooms, and loading docks. Square Feet are the sum of Net Assignable Square Feet and the square feet of common areas on the floor (floor common) or in the building (building common). These areas typically include restrooms, break rooms, public corridors, lobbies, closets (LAN, telephone, housekeeping), mechanical/electrical rooms, and loading docks. Billable square feet are calculated for a given IC by adding the IC's Net Assignable Square Feet and a percentage of the common areas based on the nasf the IC occupies in the building. This definition is used in charging
SD	Schematic Design	The initial phase of an architectural design process which shows all rooms and building circulation in single line drawings sized according to the functional and space program.
Shop Drawings		Detailed drawings prepared by a contractor or sub to show the exact configuration of an item proposed for use on a project. These are reviewed by the architect and engineer for conformance to the design in the construction drawings
SI	Space Inventory	Room by room facility data that captures square feet (SF) and ownership of space

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SMART goals	Specific, Measurable, Attainable, Relevant and Timely Goals	A type of goal used in strategic planning to help define measurable outcomes related to implementing a strategic plan.
SOAP	Strategy on a page	A one-page strategy allows business leaders to boil everything down to its simplest form and align it with core values, purpose, a BHAG (big hairy audacious goal) and action items.
SR	Sponsored Research	Refers to research that is extramurally funded by either federal sources (NIH, NSF, DoD, HHS or other agencies) or nonfederal sources (foundation, corporate or other)
Stakeholders		A term used in strategic planning to refer to any individual impacted by a proposed change or strategic plan
SWOT	Strengths, weaknesses, opportunities, threats	A strategic planning tool used to identify opportunities and challenges. Often used as an early step in a strategic planning process.
TPC	Total Project Costs	The 'all in' number including costs of construction, furniture, equipment, IT, fees, permits, enabling projects, moves, etc.
Utilization Metric	An objective data driven planning tool	A calculated ratio of business driver to SF based on current space and current occupancy
Value Engineering		A process that identifies and assigns value to the various functions of a product/facility
Frequency		The frequency rate measures the proportion of time that space is used compared to its availability
Direct Costs		
Total Sponsored Expenditures		
Needs analysis		Formal process focus on how a product or offering addresses the needs of a group
Implementation Plan		The carrying out, execution, or practice of a plan, a method, or any design, idea, model, specification, standard or policy for doing something
Environmental Assessment		The assessment of the environmental consequences (positive and negative) of a plan, policy, program, or actual projects prior to the decision to move forward with the proposed
Scorecard		
Churn Rate		Amount of change in a facility due to personnel relocation. The costs associated with moving furniture and materials and the cost of reconfiguring the vacated space for a new
Circulation		The path people move through a space
Daylighting		Daylight directed into interior spaces with control of the intensity and quantity