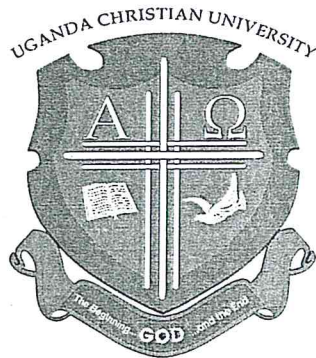


UGANDA CHRISTIAN UNIVERSITY

POLICY GUIDELINES FOR UCU BUILDINGS



A Centre of Excellence in the Heart of Africa

Policy schedule

Policy Title	Policy Guidelines for UCU Buildings
Policy Lead Contact	PIP Committee
Date of approval	1 September 2009
Revisions	
This version No.	0.1
Policy linkage	
Review interval	
Vice Chancellor's Signature	

PHYSICAL INFRASTRUCTURE AND PRESERVATION (PIP) COMMITTEE

POLICY GUIDELINES FOR UCU BUILDINGS

This document serves to provide guidelines for the strategic development of the Uganda Christian University Mukono Campus. The following are not legal standards of compliance; other documents may specify specific codes, building standards and requirements. The guidelines herein are intended to ensure that proper planning and thoughtful consideration take place at all levels, and that proper procedures are followed before any development proposals are undertaken or any construction begins.

1. PLANNING

The PIP committee shall view the following as necessary considerations for all development proposals:

- the Master Plan
- long-term and short-term strategic development goals of the University
- the preferences of the originating parties of any proposal
- the views of external stakeholders
- the views of internally affected parties (e.g. students, staff, families, departments)
- long and short term budget priorities
- requirements of the National Council for Higher Education, Uganda
- requirements of Local Town Councils or governing authorities
- National and International regulations and boards of standards

2. PLACEMENT

A. Sunlight; which side receives the most direct sunlight; some rooms can get hot!

B. Relationship to other buildings

- **View**; does one building block the view of another? What do the windows look out onto? Does it take advantage of nice views? Well-designed courtyards or squares?
- **Proximity**; minimum distance from other buildings

- Movement from one building to another (without need to 'cut across grass');
 - Privacy; does it overlook dormitory windows? Are pedestrians likely to walk right next to windows? Will there be noise nearby?
- C. Access; (consider both pedestrian and vehicle)
- Ingress & egress; how does one get into the building a. from the road; b. from the nearest parking; c. from a path or walkway; Is access convenient or must one walk around awkwardly to get in? Does it cause temptation to cut through grass and form mud paths? What type of walkway leads to the doors – mud, gravel, natural stone, cement? How wide?
 - How does one reach the building from the university main entry points?
 - Distance from usable carparks
 - Is there at least minimal parking close to the building for quick deliveries?

3. INTERNAL GUIDELINES

A. Wiring

- Electrical (enough outlets? Allowance for sound system, power point?)
- Connections; Need for fridge or cooker connections, hot water heaters?
- Office connections; convenient for kettles, small fridge, laser printers, laboratory equipment like ovens, autoclaves, freezers?
- Demarcated locations for high voltage electrical equipment
- Internet, ethernet, wireless, or fibre optics cable connections
- Alternate power; Connection to generator? Inverter system? Backup power provisions for computers, laboratory equipment, fridge/freezers?

B. Plumbing

- Does it need sinks, toilets, normal water, potable water, hot water, sewage connection?
- If not is there nearby access to these?
- Manhole size sufficient for plumber accessibility?
- Bathrooms for male, female, and disabled? If not, how far to nearest?

B. Ventilation

- Windows are good, light is good, but too much or too direct is bad.
- Windows need protection from rain, (and theft). Some may need to be screened, locked, curtained; should they open or not?

- Adequate provision for disbursing buildup of heat, especially when rooms are filled with students, or sunlight, or computers
- C. Lighting – should be adequate for the type of use (and consider power cuts)
- Natural lighting is preferred to save energy
 - Type of lighting; fluorescent tubes, incandescent bulbs, energy saving, solar powered, dimming, skylight, night security, chandeliers, floor or table lamps?
 - Automatic switch off in bathrooms, etc?
 - Access to lighting (ie. placement of switches, esp. for external)
- D. Circulation – how does one move throughout the building
- Does every room / office need direct or indirect access to main corridor?
 - Access to entry or exit; some rooms may need separate entry (e.g. delivery)
 - Access to exits, stairs, fire escapes, emergency exits, etc.
 - Are the corridors wide enough to accommodate the volume?
 - Are stairs or steps of equal and standard size?
 - Stairways wide enough with landings at intervals?
 - Natural lighting preferred for stairways
- E. Sizes and Capacities
- Classroom / office size; is it the right size and dimension for the number of users, without being cramped? How many will share an office?
 - Corridor width – must be appropriate for the expected volume. Wheelchairs?
 - Doorways; are there enough? (not everything needs a door!) Are they the right width for the use? Single, double? Which way should they open so as not to lose space or be awkward?
- F. Floors, Ceilings, Walls
- Type and style of flooring; cement (tinted or painted), tiled, linoleum, carpeting, wood / parquet, terrazzo, etc.
 - Amount of traffic; how heavy? From where? (via mud, gravel, cement?)
 - Incline percentage for slopes and ramps; non-slip surfaces on slopes
 - Consider cleaning methods, ease of cleaning, and cost of cleaning
 - Ceiling type; noise prevention (during rain), insulation (from heat), appearance, longevity
 - Wall material for partitioning office space, classroom noise, structural?
 - Paint or wall finish in corridors, bathrooms, labs should be easy to clean

- Consider placement & size of blackboards, whiteboards, pin & noteboards

4. EXTERNAL APPEARANCE

A. Beauty; Is the building beautiful to look at?

- Is it merely functional & prosaic; does it have a symbolic purpose? What type of response should it evoke in the visitor? (Austere, welcoming, imposing...)
- Materials used. This is absolutely important for the appearance of the building and its relationship to its surroundings. Brick, block, cement, plaster, paint, glass, metal...
- Colour; if structure is to be painted, the colour must conform to a larger plan
- Building should fit well into the context of the surrounding structures and future structures (consult master plan)
- Roofing material is very important (tiles, iron sheeting, etc.); consider sound, weather, pitch or flat roof, insulation from heat, ceiling type
- Roof design; amount of extension or overhang, shade extensions

B. Ease of Maintenance;

- Materials over long term will disintegrate, rust, stain, leak, peel, crack, etc. High quality and proper materials should be used to postpone this happening
- Cost of repair, replacement? External windows need to be cleaned. Access?
- Placement and number of closets, storage space, and cupboards for ongoing cleaning and maintenance.

C. Landscaping

- Shade and trees; views
- Walkways (Brick, stone, concrete, sand, gravel, murrum, etc.)
- Flowers, shrubs
- Verandah space, seating space
- Some protection from rain
- External lighting, illumination of paths, especially for evening use

5. WEATHER FACTORS

A. Rain

- Adequate protection for windows

- Proper channels for run-off of rain water
- Provision for heavy rain – Is structure high enough to prevent floodwater entering?
- Gutters, harvesting, or means of shedding rain from roof
- Noise and Heat: Does the roof / ceiling provide adequate insulation – especially for classrooms to allow teaching to continue during rain

B. Sun

- Provision to protect rooms facing direct sunlight (e.g. roof overhang, adjustable blinds, curtains)
- External materials in direct sun break down much faster; therefore high quality paint or other materials should be used (ie. quality weatherguard)
- Air conditioning for temperature sensitive equipment like computers, servers

C. High winds (normally this involves risk of roof tiles or metal sheets coming loose)

- Consider proximity of building to trees; branches fall in storms
- Consider proximity of electrical wires to branches and buildings
- Banners and billboards, elevated tanks which can fall over need to be secure

6. HEALTH, SAFETY AND SECURITY

A. Access for Disabled

- Wheelchairs, ramps, door & corridor width
- Access from the road to the building needs to be considered as well
- Bathrooms for less abled are larger with wider doors, lower sinks, and have wall bar
- Minimize uneven access routes

B. Fire & Flood plans

- Fire escapes and fire extinguishers, smoke detectors
- Access for emergency vehicles (ambulance, fire, police)
- Escape plans posted; emergency contacts included
- Provision for drainage from heavy rain entering, burst pipes, toilet overflows
- Mobile water supply available & accessible, or access to hydrant

C. Security

- Posting of emergency contact numbers for security problems, accidents or emergencies

- Generator lighting or alternative lighting for nighttime power cuts
- Provision for locking of doors, windows; burglar bars; security doors, security lights, etc.

D. General Outdoor

- Drainage channels should have proper pedestrian crossing section
- Manholes need covers
- Holes, slippery areas, uneven ground (e.g. during construction) should be marked in some way or fenced off

E. Hygiene & Disease Control

- Access to and placement of toilets, pit latrines, washrooms, etc.
- Access to sinks, internal or external;
- Water; Drinking water access? Water for cleaning? External taps?
- Waste; bins (internal and external), sanitary storage and disposal
- First aid kits available at strategic locations?
- Screening of windows and/or doors (malaria prevention)