



COUNTY OF TULARE

STATE OF CALIFORNIA

GLOSSARY

Phase 1

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PREPARED BY



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GLOSSARY OF TERMS

A

Adjacency Relationship: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a light blue line with a capital "A" along its length; symbolizes two Elements that require direct adjacency (or as much as is possible within architectural and site constraints).

Architectural Program: Developed in response to facility needs, this document relies upon functional programming documents to express a detailed facility plan including elements such as detailed space need allocations and the physical quantification of all spaces, resulting conceptual facility layout plans. This program is utilized by the architectural design team to generate a schematic facility design that meets an organizations functional and spatial requirements.

B

Burdens: Another term for overhead or indirect expenses. In terms of staffing, burdens may include benefits, unemployment insurance, training, and per staff overhead and equipment costs.

C

Capital Improvement Plan: A short-range plan, usually four to six years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between a local government entity, its strategic plans, and its annual budget.

Capital Improvement Process: As apposed to a static capital improvement plan, the capital improvement process is a long and short-term dynamic process by which the planning and implementation of capital projects are maintained in a continuous process of review and execution.

Construction Budget: The sum established by the owner as available for construction of the project, including contingencies for bidding and for changes during construction. See also *Project Budget*

Construction Cost: The total cost or estimated cost to the owner of all elements of the project designed or specified for construction, including the cost at current market rates of labor and materials furnished by the owner and equipment specified, selected, designed, or specially provided for by a design/engineering team (plus a reasonable allowance for the contractor's overhead and profit). See also *Project Cost*

Cost Model: A conceptual comparison study between various building types for a project. A cost model evaluates building system options with the associated *first cost* and *life-cycle cost* using historical project cost databases.

D

Data Center: A facility utilized to house computer systems and associated components to maintain large data communication networks. It generally includes redundant and/or backup power supplies, redundant data communications, environmental controls for conditioning air and fire suppression, and security/access control devices.

E

Escalation: The changes in the cost or price of specific goods or services in a given economy and over a period of time. It is similar in nature to the concepts of inflation and deflation except that it is specific to an item or class of items, it is not primarily driven by changes in the money supply, and tends to be less sustained. It can be driven by money supply, changes in technology, practices and procedures, geographic location, and particular supply-demand imbalances that are specific to a good or service in a given economy.

Entity: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a green triangle; symbolizes a single person (e.g. Department Head) or a group of personnel (e.g. Clerical Staff).

F

Facility Functional Program: Describes the functional and operational requirements of organizational units as they pertain to a specific facility. It relies on the Organizational Functional Program to establish internal and external facility relationships and results in a document that explicitly expresses how a facility should be organized. See also *Functional Program*

Facility Stacking Diagram: An exploded diagram/view of a multi-story facility used to communicate how functions within a facility are to be organized in terms of relationships and floor levels. The diagram takes into account a variety of often conflicting requirements such as required adjacencies. While a stacking diagram may be prepared in a way that building form/shape is generate, this diagram is not intended to dictate a specific design. Rather, it is a tool to evaluate the organization of space with in a facility, in accordance with a facility functional program.

First Cost: 1) The complete initial costs to plan, design, construct and occupy a facility; 2)The initial cost to purchase and install a specific building system component.

Fixed-Wall Private Office: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a yellow diamond with a capital "F"; Entity(s) that require a fully enclosed private office for sufficient functionality.

Functional Characteristics: Graphical representations on a Functional Optimization Network Diagram which represent certain characteristic or qualities that apply to a specific Entity, Support Component, or Boundary designation.

Functional Optimization Network Diagram: A schematic depicting the functions of the principal parts of a total organization. This functional representation identifies the organization's main functions and their associated sub-functions. These diagrams are utilized to enhance the understanding of the organization as well to identify the important intra-, inter-, and extra- organizational interactions and relationships that exist between various functions and their associated sub-functions. It is primarily used by facility planners and designers to focus more on the most effective facility plan/design to support the basic functions of the intended facility occupants. Other possible uses include providing a valuable framework of organizational strategic planning, evaluating the possible impacts to design decisions/changes, and supporting long-range planning efforts.

Functional Program: A detailed document that describes the reasonably ideal function and operation of a functional area (i.e., programs, services, departments, or facilities). It describes workflow, the staff complement that support the workflow, components that are necessary to support staff function/operation, internal and external adjacency and/or relationship requirements, and safety & security requirements. There are two major types of functional programs: organizational and facility. A functional program does not include an evaluation/definition of actual building space or layout as these elements of building design are part of developing an Architectural Program for a specific building.



G

General Relationship: Represented on a Functional Optimization Network Diagram (F.O.N.D.) with a gray line; symbolizes two Elements that have a general functional relationship; no spatial needs implied.

Grossing Factor: A multiplication factor applied to space to increase the allotment and accommodate elements not in the base or “net” value. This factor is typically used to account for building components such as internal circulation, walls, vertical circulation, shafts, and custodial area.

H

High Security: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a red diamond with a capital “HS”; Entity(s) or Support Component(s) that require an additional level of security control.

I

Isolation Required: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a yellow diamond with a capital “I”; Entity(s) or Support Component(s) that require the ability to become partially or fully separated or isolated from others for various reasons.

J

K

L

Life-Cycle Cost: Total cost of ownership of the life of an asset. Also commonly referred to as “cradle to grave”.

M

Maintenance Cost: The cost of labor, parts, and down time to perform repairs

Moveable-Partition Cubicle: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a yellow diamond with a capital “C”; Entity(s) that do not require a private office but rather can sufficiently function within an open cubicle-style office.

N

O

Organizational Functional Program: Deals in terms of organizational units and defines how each unit should function regardless of existing layouts or geographic locations. It lays a solid groundwork for facility planning and design, resulting in a document that explicitly expresses how an organization operates. See also *Functional Program*

P

Private Access Point: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a red oval; symbolizes access available ONLY to private entities.

Project Budget: The sum established by the owner as available for the entire project, which for building projects includes the construction budget; land costs; costs of furniture, furnishings, and equipment; financing costs; compensation for professional services; costs of owner-furnished goods and services; contingency allowance; and similar established or estimated costs. See also *Construction Budget*

Project Cost: The total cost of the project including construction cost, professional compensation, land costs, furnishings and equipment, financing, insurance, and other charges. See also *Construction Cost*

Proximity Relationship: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a yellow line with a capital “P” along its length; symbolizes two Elements that require general proximity within the building. The nature of this proximity can vary based upon the situation. For example, when one Element is located on the diagram within a Department Boundary, and the other is outside the boundary, this typically denotes a minimum need for proximity within the same city or county region.

Public Access Point: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a violet oval; symbolizes access available to both public and private entities.

Q

R

S

Salary: Regular payment to staff for services.

Security Relationship: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a red line with a capital “S” along its length; symbolizes two Elements that require a secure connection due to high confidentiality of work or safety/access-related restrictions. Security is typically a need for adjacency with the added requirement for a secure interface.

Shelf Space: The design and construction of additional space within a facility to prepare for increases in space needs. Shelf space is typically constructed in commercial fashion with no interior walls, finishes or equipment and then either left vacant for future expansion or leased for commercial use under a tenant agreement. When additional space is required for expansion, the shelf space can be easily made available at a relatively low cost as compared to new and escalated construction.

Site: Geographic location of a project, usually defined by legal boundary lines.

Site Selection: A process by which multiple potential building sites are evaluated to establish which site is most feasible for development as it relates to the priorities and values of an individual or an organization. Site selection typically takes into account issues and/or benefits related to: property description/boundaries, property easements, preliminary evaluation of environmental implications, soils analysis, utility service locations, emergency service availability, surrounding traffic conditions/impacts, transit, jurisdictional authorities, development costs, etc.



Site Utilization: The evaluation of potential locations on a large site or small number of sites to establish the most ideal placement of a proposed facility or infrastructure development. Site utilization typically takes into site development capacity, expansion capacity, auxiliary structures (e.g. parking structures), costs, phasing, demolition and/or renovation needs, and project schedule impacts.

Space Needs: Identifies an organization's minimum space requirements for a specific planning horizon, typically 20 to 25 years. The most basic space need assessment involves projecting existing staffing levels (using global projection rates) and applying a global industry standard for both ancillary and circulation/support space. The second stage of space needs involves projecting staff levels with projection rates specific to each organizational unit, applying a unit specific ratio of ancillary-to-staff space, and adding a grossing factor for circulation/support space (completed parallel to functional programming). The final stage of space needs includes a space-by-space allocation of area for each individual staff and ancillary space need with the application of a grossing factor (typical completed during architectural programming).

Staffing Cost: The direct and indirect cost of maintaining a specific workforce staff including: salary/wages, benefits, holidays/vacations, statutory costs, recruitment costs, training, attrition vs. retention costs, support costs, personnel administration costs, health and safety costs, and employee relations costs.

Strategic Planning: An organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.

Support Components: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a light blue rectangle; symbolizes a single function (e.g. Break Room) or a group of functions (e.g. Conference Room(s)).

Surveillance: Represented on a Functional Optimization Network Diagram (F.O.N.D.) by a red diamond with a capital "S"; Entity(s) or Support Component(s) that require some form of visual or digital visual tracking and/or control.

Survey: (1) mapping the boundary, topographic, and/or utility features of a site; (2) measuring an existing building; (3) analyzing a building for use of space; (4) determining stakeholder requirements for a project; (5) investigating and reporting required data for a project.

T

U

V

W

Work Flow: Defined by the sequence of tasks, performed by units, to complete work activities.

X

Y

Z



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