owner project requirements (OPR) for capital safety project

[name of project]

[Month Year]

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| --- | --- |
| **Owner Project Requirements (OPR) for Capital Safety Project** | **[Project name]** |
| Project number | [i.d.] |
| Budget number | [i.d.] |
| Date prepared | [date] |
| Prepared by | [name] |
| Project Owner (requester and/or requesting department/unit/organization representative | [name] |
| Project Manager | [name] |
| Project Lead | [name] |
| Project Subject Matter Expert(s) | [name(s)] |
| Revisions: | [date] |
|  | [date] |
| Approved: | [name][date] |

*[****Overview and Instructions****: The purpose of the UW EH&S Owner Project Requirements (OPR) document is to provide clear and concise documentation of the Project Owner’s goals, expectations and requirements for the capital safety project. It shall detail:*

* *Functional requirements of the project*
* *Expectations of the project’s use and operation*
* *Regulatory requirements related to the project*
* *UW EH&S and UW Facilities design requirements*
* *Facility and utility requirements*

*This template contains basic recommended components and can be adapted as needed to suit the project. The OPR document should be completed before start of design and given to the design team.]*

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# project purpose and scope

*[What is the primary purpose and use of this project? Describe general size and scope of the project. Specify project location(s), building(s), campus(es). What safety hazard(s) is addressed? Describe related project history, and list reference documents if applicable.]*

## purpose

## scope

# project fundamentals

*[Is this project needed to comply with existing or upcoming specific local, state, or federal regulatory requirements? Is the project needed to comply with UW EH&S or UW Facilities requirements?]*

## business drivers

## key objectives

## key assumptions

## exclusions

# regulatory requirements and guidelines

*[What regulatory agencies and regulations apply for the project? What assumptions made to ensure compliance? List and link to specific regulations/guidelines.]*

## Regulatory Agencies

## Assumptions

## Regulations and Guidelines

# Uw eh&S and uw Facilities requirements

*[Are there specific UW EH&S and/or UW Facilities requirements to follow to complete this project, such as project safety plan, fall protection work plan if working at heights, etc.? List and link.*

*When building or modifying safety systems refer to* [*UW Facilities Design Standard*](https://facilities.uw.edu/planning/design-standard) *which includes UW EH&S Design Standards, such as specifications for fire and life safety systems, laboratory safety and ventilation systems, etc.]*

## UW Guidelines, Standards and Specifications

# facility requirements

*[Are there facility requirements, such as facility modifications, needed for this project?]*

# utility requirements

*[Are there utility requirements, such as electrical and water, needed for this project?]*

# commissioning

*[Are there functional tests and commissioning on the project?]*

# training

*[When the project is completed do employees in the department/unit/organization need to be trained on the system or its use? Do Facilities operations and maintenance staff need training on the new system O&M requirements?]*

# recordkeeping

*[Provide information on as-built drawings, photos, O&M instructions on the project.]*

## as-built drawings

## operations and maintenance (O&M)