

Throughout the Sections of this document, it will be clearly defined when a requirement is '**Mandatory**', otherwise any requirement is a guideline only.

The Procedures outlined in this document are intended to facilitate expeditiously and efficiently, the process of all necessary approvals through the relevant departments of the University.

1.02 Use of this document

This document does not relieve any person or company commissioned by or contracted to the University or its appointed Design & Construction Managers, from the preparation of comprehensive Specifications for inclusion in Tender or Construction documentation. Such persons or companies should incorporate the requirements contained in the various Sections of this document, as appropriate, in the preparation of those Specifications, but no part of this document should be used as a substitute for those Specifications.

1.03 Australian Standards

Wherever an Australian Standard (AS) exists which impacts on any matter pertaining to the design, construction or maintenance of the facility, the Australian Standard shall set the minimum criteria to be applied to the project. In many instances, the University requires a higher standard as outlined later in this document, and where such an instance occurs, this University requirement shall take precedence. Assumptions as to acceptable standards should not be made.

Where a Standard is called upon by the Building Act, BCA or other relevant legislation, the requirements of that Standard shall be delivered or exceeded as required by these Guidelines.

1.04 Mandatory requirement

Where a requirement is designated in this document as being 'Mandatory', generally no alternative design, specification, material or manufacturer will be entertained by the University, and the requirement shall be incorporated into the documentation or construction without variation.

Consultants or Contractors may offer alternative innovative solutions to these requirements for consideration and analysis by CLF.

1.05 Guideline requirement

If a requirement is not designated as mandatory, the University will consider alternative designs, specifications, materials or manufacturers, provided that the alternatives satisfy the minimum standards for that requirement as outlined in this document.

1.06 Departures from the requirements of this document

Departures from these Design Guidelines & Procedures, or any applicable Australian Standard, if allowed, must be confirmed in writing by the Deputy Director (PD&C) Campus Life, or the Superintendent's Representative under the Contract. Any departure made without such confirmation, which is incorporated into the design of construction of a project, shall be rectified at no cost to Griffith University.

1.07 Contractor