**[DEVELOPER NAME]**[DATE]

**Owner’s Project Requirements Document**

**[PROJECT NAME]**

[PROJECT LOCATION]

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# OPR Version History

Track changes here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version Number | Change Number | Description of Change | Approved By  | Date Approved |
| V0 | NA | Draft | NA | NA |
| V1 | 1 |  |  |  |
| V2 | 2 |  |  |  |
| V3 | 3 |  |  |  |
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|  |  |  |  |  |

# Introduction

The Owner’s Project Requirements (OPR) describes the Owner’s intentions and goals for the project. The OPR is the tool that will be used to judge how well the project has met the needs of the [OWNER] and end users.

The path towards achieving the OPR is outlined in the Basis of Design (BoD), developed by the design team.

The goals and requirements that follow were derived in an OPR workshop session held on [Date].

# Owner and User Requirements

## Project Description

[PROJECT DESCRIPTION]

## General Project Requirements

[GENERAL REQUIREMENTS]

# ****Project Management Requirements****

**A primary goal is that the project be completed on time and within budget.**

## ****Budget****

The budget for this project is: $\_\_\_\_\_\_\_\_\_\_

## ****Schedule****

The schedule for this project includes the following key dates:

## ****Operating Costs & Requirements****

All utilities will be metered separately for this building. Operating costs are expected to be $\_\_\_\_\_\_\_\_\_\_.

## Owner and User Requirements

The primary, overarching goal of the project is to [PROJECT GOAL DESCRIPTION & DISCUSSION].

## Environmental and Sustainability Goals

This project will seek XYZ Certification at PDQ Level under the MNO Rating System.

##### Indoor Environmental Quality and Wellness

##### Energy Efficiency

##### Materials

##### Transportation

## Equipment and Systems Expectations

##### HVAC and Controls

##### Electrical

##### Plumbing

##### Information Technology

##### Security and Life Safety

##### Other Systems

## **Building O&M Requirements**

## Interior Design Considerations

## Exterior and Transition Design Considerations

## Design with the Future in Mind

## Criteria for Project Success

This is the conclusion of the requirements.

APPENDICES shall include documentation of OPR meetings.