

ARCHITECTURE STATUS REPORT INSTRUCTIONS

UNDERSTANDING THE REPORT

The Architecture Status Report can be downloaded from the “Forms” section of the “Forms & Standards” PDC webpage: <https://pdc.ufl.edu/resources/forms-standards/>

The Architecture Status Report is intended as a concise summary of the project and should be filled out and submitted monthly by the Professional consultant team. This report will be periodically shared with upper leadership at the university. Therefore, special care should be taken to ensure all information presented in this report is clear and accurate. Wherever possible, supporting images should be selected that facilitate communication of the project with upper leadership, favoring renderings, presentation drawings, and photos over construction drawing details, title pages, or other text-heavy images.

There are two Architecture Status Report form versions: one for the design phase of the project, and one for the construction phase. Please select the form version most applicable to the current status of your project; do not fill out and submit both versions. This report should be submitted monthly through both the entire design and construction phase until the building is owner-occupied.

COMPLETING THE REPORT

The following is a guide to what should be included in each form field, beginning on the far left-hand side of the report. As a note, the form is set up so that project information within the far left-hand column will likely not require updating between each report submission. Please keep your answers concise. This form will be printed periodically; text must be legible and must not exceed the form field (no scrolling text).

Please work from and re-submit the native PDF form. Do not submit a flattened PDF or any other file type.

PROJECT FACTS:

- **UF NUMBER, PROJECT NAME:** UF number, Project Name (you may abbreviate the name to fit in the text box if necessary)
- **ARCHITECT/PROFESSIONAL (or, if none, engineer):** Firm name of Architect or Professional (+ Partnering Firm, if applicable)
- **BUILDER:** Firm name of Builder
- **SF, SCOPE, & SUSTAINABILITY CERTIFICATION:** Describe the project SF and scope, and state the sustainable certification program this project will pursue (ex: LEEDv4 Gold, Green Globes 3 Globes, etc.). Note clearly if the project SF has deviated from the prior

Architecture Status Report submission, and if so, check the corresponding box at the bottom of the form.

- **PROJECT MILESTONES:** List the major project dates, including time frames for pre-design, conceptual schematic design, advanced schematic design, design development, early release packages, 50-80% CDs, 100% CDs, Signed and Sealed Conformed Set, Bidding, etc. If the project milestones have changed since the last Architecture Status Report submission, check the corresponding box at the bottom of the form.
- **FISCAL UPDATES:** Fill in the construction budget as was agreed upon at the time of contract execution, and the construction budget at the time this form is submitted. In the box below, if the current construction budget varies from the contract construction budget, briefly explain why, and check the corresponding box at the bottom of the form. State how the design team is working to bring the project back into budget or to keep the project in budget.

PROJECT UPDATES:

- **DATE:** This is not necessarily the date you are submitting the form, but rather the date that the form represents, in mm/yyyy format.
- **OVERALL TASKS:** Identify the deliverables you are currently working on, and the overall project goals these tasks address.
- **RECENT SITE VISITS & OBSERVATIONS (Construction version only):** Identify the date of your last site visit and summarize key points from your most recent field report. Note that this form is not intended to replace standard field reports.
- **ISSUES, RISKS & DEFICIENCIES:** Identify any problems in the project that need attention.
- **UPCOMING DECISIONS & UF RESPONSIBILITIES:** Note upcoming decisions and clearly indicate the party responsible for each decision, including UF responsibilities.
- **SUSTAINABILITY UPDATE (Design version only):** List the sustainable certification program goals and describe how you are working towards sustainability in this phase of the project (ex: energy model status, materials selections, waste diversion, etc.)
- **SUMMARY & ADDITIONAL COMMENTS:** Provide a “birds-eye-view” summary of the project, and any additional comments outside of the above prompts.

IMAGES

Click in each box to upload an image supporting your narrative on the left-hand side of the report. This report is not meant to be a layout exercise. Please use the image boxes provided. Images should be uploaded directly into the form from Adobe Acrobat.

This form is used to facilitate project updates to UF upper leadership. Images should be tailored to this audience and legible when this form is printed as an 11”x17” spread. Renderings, photos, diagrams, and high-level drawings are preferred over details, reports, cover sheets, etc.

On the top row of images, upload the key project rendering from you interview phase, if applicable. To the right, upload a current rendering of the same view, reflecting any design changes that have been made. If no interview renderings were produced for this project, leave these boxes blank.

NAMING & UPLOADING

Once you have finished filling out the appropriate version, please save your file using the following file naming convention:

Year-Month_UF number_ASR

Ex: 2026-09_UF-689_ASR

Ex: 2026-09_26001_ASR

The report should then be uploaded to ACC: navigate first to the “Files” tab, then “General→Surveys-Tests-Reports→Architecture Status Report”

Upload all images used in this form into a separate folder in this location.