



The AIA-MBA Joint Committee has developed guidelines to assist the first-time owner through their journey of planning, designing, constructing, and operating and maintaining their building vision.

This brochure highlights five areas to consider when planning to build.

For more detailed information, please visit our website at:
www.aiambajointcommittee.org



Chartered in 1965, the AIA-MBA Joint Committee provides a unique forum for architects, general contractors, and owners to meet and discuss existing conditions of the construction industry.

The original charge of the Joint Committee was to create a set of guidelines to reflect the best practices for the region's construction industry. In 1967, the Joint Committee published what has become known as the AIA-MBA Joint Committee Best Practices Guide. This resource offers recommended construction practices.

As the construction industry evolves, so does The Best Practices Guide to assure the construction industry benefits from a current and respected set of impartial recommendations.

The Best Practices Guide is available on our website at:
www.aiambajointcommittee.org



First-Time Building Owners

As a first-time building owner, your initial focus is most likely identifying a piece of property or an existing building that aligns with your vision, business plan, and needs. Your next step is probably, "How am I going to pay for it?" However, before securing financing or purchasing real estate, several initial steps involving a deliberate planning process will help to ensure a more successful project.

FEASIBILITY STUDY

1

- Partnering for Success
 - Seek the service of design and construction professional
 - Collaboration
 - Preconstruction planning services
- Site Selection
- Due-Diligence
- Zoning Analysis
- Permitting/Entitlement

PLANNING & DESIGN

2

- Identify the Project Scope
- Identify the Project Budget
- Establish a Preliminary Schedule
- Do you need an Owner's Representative
- Design
 - Pre-Design
 - Schematic Design
 - Design Development
 - Construction Documents

EXECUTION

- The Building Process
 - Site Development
 - Foundations
 - Framing
 - Building Envelope and Roofing
 - Mechanical, Electrical, Plumbing and Fire Suppression (M/E/P/FS)
 - Finishes
- Administration of a Construction Project
 - Meetings
 - Metrics/Reporting

PROJECT CLOSE-OUT

4

- Financial
 - Substantial Completion
 - Final Completion
 - Lender Requirements
- Turnover
 - Certificate of Occupancy
 - Punchlist/Accepting the Work
 - Attic Stock
 - Operations and Maintenance Manuals
 - As-Built and Other Closeout Documents
 - Equipment Start-up
 - Warranty

OPERATIONS & MAINTENANCE

5

- Obtain good documentation of all pertinent information (hard copy vs. electronic)
- Implement a computerized maintenance management system (CMMS) or facilities management (FM) software
- Environmentally friendly/LEED building
- Minimizing landscape maintenance
- Preventative maintenance program

CLOSING

6



A SUCCESSFUL
PROJECT