



**Kisent  
Corporation**

**Time Saving Innovative Products & Service**

www.kisent.com



630.873.5411 Toll Free 877.841.2154

## ***Kisent's Project Setup and Input Service***



\*\*\* This service provided by Kisent Corporation will setup your project and input your data into a Kisent System template. This service will **NOT** perform any drawing review, quantity take off, quantity survey, market analysis, pricing inquiries or verifications. This is provided as a service for the Kisent System software and not as an independent consultant for project cost or evaluation.

### **Kisent Setup & Data Input Instructions**

1. To start you should download / review the sample report for the project template you will use. This will provide you with a comprehensive understanding of the report you will receive.
2. Fill out the project form with as much information as you can provide.
3. Attach any additional files that you want Kisent Corporation to review for information regarding this project.
4. Explain any alternates, departments, groups, areas, etc. that you need broken out (separated).
5. Attach any images (JPEG, GIF, TIF, etc.) that you want to use for the submittal cover or project directory.
6. Email the information to [service@kisent.com](mailto:service@kisent.com) .
7. A service representative from Kisent Corporation will review the information and contact you to establish an agreement to proceed, or for any additional information that may be required.
8. When Kisent Corporation has completed the data entry you will receive both an Adobe pdf and an Excel file of your project. If you have a registered license of the Kisent System you will also receive a zip file with all of the files from the Kisent System software.
9. Review the reports and email any Request For Revisions (RFR) to the Kisent Service Department. We will review your request and contact you.

21W246 Glen Park Road \* Lombard, IL 60148-5182

## KISENT SERVICE PROJECT FORM INSTRUCTIONS

Before starting with this form you should download / review *Kisent Setup & Data Input Instructions* and the sample report for the project template you will use. This will provide you with a comprehensive understanding of the report you will receive and service we provide.

The **Kisent Service Project Form** is a Microsoft Excel file that will prompt you to provide us with information about your project. There are five sections to the Project Form and each section is on a separate sheet in the file (ref.: tabs at the bottom of the Project Form screen).

### **1. Agreement Tab - *The Agreement for Professional Services***

The Agreement defines the services and obligations of both Kisent Corporation and the Client. You are required to fill in the Client Information (yellow cells) at the top of the page. You will also be required to accept this agreement before Kisent Corporation will proceed with your project.

### **2. Info & Comments Tab - *General Information & Comments***

This page will provide us with the project name, location and miscellaneous other information that we should have to setup your project. Use this sheet to explain any alternates, departments, groups, areas, etc. that you need broken out (separated).

### **3. Definitions Tab - *The Project Definition Worksheet***

**NOTE:** If you already have the project spaces defined in another file, you can include that in lieu of filling out the complete Kisent Project Definition Worksheet.

You will use this page to "Define" the project. The definitions are divided into the following sections:

- Program Space - Owner required rooms and areas
- Core Space - corridors, public toilets, support and misc. areas.
- The Building Shell - structural and exterior closure information.
- The Site - grading, roads, parking and site improvements.

#### ***How to Complete the Project Definition Worksheet***

- Each Kisent Project Template contains rooms and areas that are common to this type of facility and they are provided to prompt you for information. The blue cells indicate the minimum information we require and the yellow cells are optional information you can provide us.
- Do NOT delete any of the definitions, rows or columns. Only the definitions that have a quantity or size will be included.
- You can change the description of the definition. For example you could change the "Library" to "Library / Study Room".
- Add any additional spaces (definitions) you need at the bottom of each section. Use the "Definition Tags" page to provide additional information about any of the definitions that you add.
  
- In the upper left corner of the screen a green cell displays the Total Number of Definitions. Any definition that has a quantity or size is counted as one(1) definition regardless of the actual number of those spaces. For example, if you enter a quantity of 3 for the quantity of Janitor Rooms it will still only be counted as one definition.
- Above the Total number of Definitions cell is another green cell that displays the Approximate Kisent Service Price. A Kisent Corporation representative will review your information and will contact you with a final price to setup your project and input your data. The final price may vary from the approximate one.

### **4. Definition Tags Tab - *Tagged Definition Comments & Information***

On this page you can provide us with any additional information or comments you have for the definitions. We have included a couple of examples for you to use.

### **5. Clarifications Tab - *Clarifications and Qualifications***

This page contains the Executive Summary and other descriptive narratives for the project. You should review and revise it to describe the specific project.

### **6. Other**

Attach any images (JPEG, GIF, TIF, etc.) that you want to use for the submittal cover or project directory. Attach any additional files that you want Kisent Corporation to review for information regarding this project. Do NOT include any drawing files.

**Kisent Project Form**  
***General Information & Comments***

**REQUIRED INFORMATION**

Project Name  
Location Address  
City, State

**OPTIONAL INFORMATION**

Project Address  
Construction Period  
Owner  
Architect  
Engineers

**GENERAL INFORMATION**

Sample Form

Approx. Kisent Service Price  
 Total Number of Definitions

## Library Building

### Project Definition Worksheet

No. of Defs	Ref. ID	Name of Space	Qty	Size of Each	Design Parameters			Design Parameters			Design Parameters		
					Parameter # 1	Parameter # 2	Parameter # 3	Parameter # 4	Parameter # 5	Parameter # 6			

**Program Spaces**

Program Space Definitions	P1	Main Library			Area / Size	SQFT	Partition Height	VLF	Number of Doors	EACH	Length of Single Faced Shelves	LNFT	Length of Double Faced Shelves	LNFT	Room Perimeter	LNFT
	P2	Reception Area			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT	Reception Desk Length	LNFT
	P3	Librarian's Office			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P4	Library Staff Office			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P5	Conference Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P6	Library Board Conference Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
Program Space Definitions	P7	Administrative Private Toilet			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT	Length of Counter	LNFT
		Administrative Private Toilet Fixtures			Water Closets	EACH	Water Closets	EACH	Water Closets - Handicap	EACH	Bath Tub / Showers	EACH	Electric Hand Dryers	EACH		
	P8	Copy Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
Program Space Definitions	P9	Lunch / Break Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT	Cabinet & Counter Length	LNFT
		Lunch / Break Room Appliances			Number of Compactors	EACH	Number of Dishwashers	EACH	Number of Refrig. / Freezers	EACH	Number of Microwaves	EACH	Number of Cooktops	EACH	Number of Ranges / Ovens	EACH
Program Space Definitions	P10	General Storage Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P11	Computer Server IT Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P12	Receiving / Loading Dock			Area / Size	SQFT	Partition Height	VLF	Length of Dock	LNFT	Number of Overhead Doors	EACH	Number of Personnel Doors	EACH	Room Perimeter	LNFT
	P13	Maintenance Office			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT		
	P14															
Program Space Definitions	P15															
	P16															
	P17															
	P18															
	P19															
	P20															
	P21															
	P22															
	P23															

Sample Form

Approx. Kisent Service Price  
 Total Number of Definitions

## Library Building

### Project Definition Worksheet

No. of Defs	Ref. ID	Name of Space	Qty	Size of Each	Design Parameters						Design Parameters					
					Parameter # 1		Parameter # 2		Parameter # 3		Parameter # 4		Parameter # 5		Parameter # 6	

#### Core Spaces

Core Space Definitions	C1	Main Lobby			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C2	Corridor			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C3	Mens Toilet Walls & Misc.			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT	Length of Counter	LNFT		
		Mens Toilet Fixtures			Lavatories	EACH	Water Closets	EACH	Water Closets - Handicap	EACH	Urinals	EACH	Drinking Fountains / Coolers	EACH	Electric Hand Dryers	EACH		
C4	Womens Toilet Walls & Misc.			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT	Length of Counter	LNFT			
	Womens Toilet Fixtures			Lavatories	EACH	Water Closets	EACH	Water Closets - Handicap	EACH	Urinals	EACH	Drinking Fountains / Coolers	EACH	Electric Hand Dryers	EACH			
Core Space Definitions	C5	Janitor Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C6	Ground Floor Elevator Lobby			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C7	Main Mechanical Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C8	Main Electric Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C9	Grounds Maintenance Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
Core Space Definitions	C10	Main Communication Room			Area / Size	SQFT	Partition Height	VLF	Ceiling Height	VLF	Number of Doors	EACH	Room Perimeter	LNFT				
	C11	Passenger Elevator			Capacity of Elevator	LBS	Number of Stops	EACH	Length of Travel	VLF	# of Elevators in Group	EACH						
	C12	Freight Elevator			Capacity of Elevator	LBS	Number of Stops	EACH	Length of Travel	VLF	# of Elevators in Group	EACH						
	C13	Elevator Machine Room			Size (Area) of Room	SQFT	Height of Walls	VLF	Perimeter Wall Length	LNFT								
	C14																	
	C15																	
Core Space Definitions	C16																	
	C17																	
	C18																	
	C19																	
	C20																	
	C21																	
	C22																	
	C23																	

Sample Form

Approx. Kisent Service Price

Total Number of Definitions

## Library Building Project Definition Worksheet

No. of Defs	Ref. ID	Name of Space	Qty	Size of Each	Design Parameters			Design Parameters			Design Parameters		
					Parameter # 1	Parameter # 2	Parameter # 3	Parameter # 4	Parameter # 5	Parameter # 6			

**Building Shell**

Building Shell Definitions	SH1	Main Foundation			Foundation Area	SQFT	Perimeter of Foundation	LNFT	Typical Bay Size	SQFT	Length of Foundation Wall	LNFT	Height of Foundation Wall	VLF			
	SH2	Optional Foundation Work			Steel H Piles	EACH	Steel Pipe Piles	EACH	Precast Concrete Piles	EACH	Caissons	EACH	Piling Tests	EACH	Pile Caps	EACH	
	SH3	Ground Floor Slab on Grade			Basement or Slab Area	SQFT	Basement or Slab Perimeter	LNFT	Depth of Basement	VLF							
	SH4	Elevated Floor(s) Steel Frame			Size (Area) of Building	SQFT	Avg. LBS of Steel per Building Area	LBS	Perimeter of Floor (Average)	LNFT	Number of Floors	EACH					
	SH5	Elevated Floor(s) Concrete Slab			Elevated Floor Area	SQFT	Avg. Space Between Columns	LNFT	Average Height Floor to Floor	VLF							
SH6	Roof Steel Frame			Size (Area) of Roof	SQFT	Avg. LBS of Steel per Area	LBS										
Building Shell Definitions	SH7	Roof Concrete & Plank			Roof Area	SQFT	Avg. Space Between Columns	LNFT	Height From Floor Below	VLF							
	SH8	Roofing			Size (Area) of Roof	SQFT	Scupper Length of Roof	LNFT	Number of Roof Hatches	EACH	Number of Roof Vents	EACH	Number of Roof Curbs	EACH	Area of Walkway or Pavers	SQFT	
		Roof Drains			Area / Size of Roof	SQFT	Average Area per Drain	SQFT	Average Height of Riser	VLF	Cornice / Balcony Drains	EACH	Scupper Drains	EACH	Roof Planter Drains	EACH	
Building Shell Definitions	SH9	North Wall Exterior Closure			CMU Wall Area	SQFT	Brick Wall Area	SQFT	Stone Veneer & Misc Area	SQFT	Curtain Wall Area	SQFT	Window - Glazing - Storefront Area	SQFT	Total Area of Wall	SQFT	
	SH10	East Wall Exterior Closure			CMU Wall Area	SQFT	Brick Wall Area	SQFT	Stone Veneer & Misc Area	SQFT	Curtain Wall Area	SQFT	Window - Glazing - Storefront Area	SQFT	Total Area of Wall	SQFT	
	SH11	South Wall Exterior Closure			CMU Wall Area	SQFT	Brick Wall Area	SQFT	Stone Veneer & Misc Area	SQFT	Curtain Wall Area	SQFT	Window - Glazing - Storefront Area	SQFT	Total Area of Wall	SQFT	
	SH12	West Wall Exterior Closure			CMU Wall Area	SQFT	Brick Wall Area	SQFT	Stone Veneer & Misc Area	SQFT	Curtain Wall Area	SQFT	Window - Glazing - Storefront Area	SQFT	Total Area of Wall	SQFT	
Building Shell Definitions	SH13	Stair 1			Number of Stair Landings	EACH	Height of Stairs in Feet	VLF	Number of Risers	EACH	Railing / Handrail on 1 or 2 Sides	EACH	Length of Railing or Handrail	LNFT	Number of Doors	EACH	
	SH14	Stair 2			Number of Stair Landings	EACH	Height of Stairs in Feet	VLF	Number of Risers	EACH	Railing / Handrail on 1 or 2 Sides	EACH	Length of Railing or Handrail	LNFT	Number of Doors	EACH	
	SH15																
	SH16																
	SH17																
Building Shell Definitions	SH18																
	SH19																
	SH20																
	SH21																
	SH22																
	SH23																

Sample Form

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## Library Building

### Project Definition Worksheet

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**Site**

Site Definitions	S1	Site Clearing & Preparation			Size (1 Acre = 43,560 SqFt)	ACRE	Grass / Vegetation Removal Area	ACRE	Residential Buildings to Remove	EACH	Other Building Demo (Gross Area)	SQFT	Roads / Parking Lots to Remove	SQYD			
	S2	Main Parking Lot			Roadway Length	LNFT	Roadway Width	LNFT	Parking Lot Size (Area)	SQFT	Parking Lot Standard Spaces	EACH	Parking Lot Handicap Spaces	EACH			
	S3	Site Improvement			Size / Area	SQFT	Sidewalk Area	SQFT	Patio - Plaza Area	SQFT	Length of Retaining Wall	LNFT	Length of Fence	LNFT	Fence Gates	EACH	
	S4	Landscaping & Outdoor Fixtures			Grass	SQFT	Flagpoles	EACH	Bike Racks	EACH	Planters	EACH	Benches / Tables	EACH	Smoking Shelters	EACH	
Site Definitions	S5																
	S6																
	S7																
	S8																
Site Definitions	S9																
	S10																
	S11																
	S12																
Site Definitions	S13																
	S14																
	S15																
	S16																
Site Definitions	S17																
	S18																
	S19																
	S20																
Site Definitions	S21																
	S22																
	S23																

Sample Form

**Kisent Project Form**  
***Tagged Definition Comments & Information***

**Defintion Reference ID**

**Comment / Information**

Examples

P1 The Main Library will have cloth covered acoustical panels on all of the walls.

P9 The lunch room appliances should be included as an add alternate.

Sample Form

# **New Library Building**

## ***Clarifications and Qualifications***

### **EXECUTIVE SUMMARY**

#### ***Project Scope***

This project consists of new Library building including a ground floor and a partial basement. The total gross area of the building will be approximately 24,000 square feet.

The elements that comprise this submittal are the project definitions, design criteria for each of the definitions, clarifications and qualifications, a pending item list and the detailed estimate and summary.

The project definitions are divided into the following sections:

- Program Space - Owner required rooms and areas
- Core Space - corridors, public toilets, support and misc. areas
- The Building Shell - structural and exterior closure information.
- The Site - grading, roads, parking and site improvement

The prices in the estimated construction cost include the following markups and adjustments:

- Sales Tax on the Material
- Subcontractor Direct and Indirect Jobs
- Subcontractor Overhead and Profit
- General Contractor or Prime Contractor General Conditions
- General Contractor or Prime Contractor Overhead and Profit
- Construction Bonds
- Design Contingency

#### ***Exclusions***

The following items are NOT included in this project:

- Hazardous Abatement
- Loose / Not Built-In Furniture
- Art Work
- Land and Real Estate Costs
- Design Fees
- Legal and Accounting Fees
- Construction Manager's Fees
- Construction Contingency

# **New Library Building**

## **Clarifications and Qualifications**

### **ARCHITECTURAL**

#### ***General Overview***

The following is a general overview of the architectural finishes for the various rooms in this project:

*Library* - carpet floor covering, painted gypsum board walls with acoustical panels, hollow core steel doors, acoustic tile ceilings with acoustical clouds.

*Corridors* - VCT floor covering, painted gypsum board walls and acoustic tile ceilings.

*Public Toilets* - ceramic tile floors and bottom half of walls, painted gypsum board top of walls and ceilings.

*Main Entrance Lobby* - VCT floor covering, hollow core steel doors, painted gypsum board walls and ceilings.

#### ***Space Definitions and Design Criteria***

Space and functional definitions are included in this submittal for the Program and Core areas along with individual criteria sheets for each space.

Additionally this submittal includes definitions and criteria sheets for the building shell and the site.

### **STRUCTURAL**

#### ***General Overview***

The basement and ground floor structure is cast in place footings, grade beams and reinforced slab on grade.

The ground floor area that is elevated over the basement has a structural steel frame, steel deck with cast in place concrete.

The flat roof structure is a steel frame, steel deck with cast in place concrete.. The roofing material is a 60 mil EPDM fully adhered single ply membrane on polyiso insulation.

The exterior of the building will have fluted face CMU and aluminum frame insulated windows.

#### ***Design Criteria***

Detailed criteria sheets are included in this submittal for the entire building structure and exterior closure.

# New Library Building

## *Clarifications and Qualifications*

### MECHANICAL

#### ***General Overview***

The mechanical systems in this submittal includes detail for the following:

- Supply and return grilles and diffusers for the defined program and core spaces.
- Plumbing fixtures with rough-ins for the public toilets, break and janitor rooms.
- Roof drains with riser piping.
- Elevator shaft sump pumps.

In addition to the detail listed above, allowances are included on the *Mechanical Infrastructure* design criteria sheet for the following:

- The fire protection system.
- The plumbing risers, pumps and service equipment.
- The HVAC heating, cooling, air distribution, exhaust and controls.

### ELECTRICAL

#### ***General Overview***

The electrical systems in this submittal include detail for the following:

- Lighting, switches and receptacles for the defined program and core spaces.
- Communication rough-in including the B-uses and empty conduit.
- Electrical connections to the elevators.

In addition to the detail listed above, allowances are included on the *Electrical Infrastructure* design criteria sheet for the following:

- The electrical distribution system (switchboards, panelboards and feeders).
- A generator or emergency power system.
- Motor and equipment wiring.
- Miscellaneous additional lights, switches, receptacles and branch wiring.
- Site lighting.
- Grounding and lightning protection systems.
- The communication system risers and horizontal rough-in.
- A complete fire alarm system.
- A security access control system.