

## Variance Approval Request Form

Project Title: \_\_\_\_\_ U of I Project Representative: \_\_\_\_\_  
 Project Phase: \_\_\_\_\_ AE Firm: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ Building Name: \_\_\_\_\_

Variance Requested: \_\_\_\_\_

*U of I Facilities Standards* section & paragraph to which variance is being sought: \_\_\_\_\_

Justification for Request: \_\_\_\_\_

*U of I Facilities Standards* Technical Expert's Comments (Agree? Disagree? Why?): \_\_\_\_\_

Explain how the requested variance impacts the following. Note: Incomplete information will result in the variance request being rejected.

Facility Appearance: \_\_\_\_\_

User Functionality: \_\_\_\_\_

Data/Voice Communications (CITES): \_\_\_\_\_

Code Compliance: \_\_\_\_\_

Energy Efficiency (quantify): \_\_\_\_\_

Life Cycle Cost (attach Life Cycle Cost Analysis for every variance request that would impact life cycle cost): \_\_\_\_\_

Division of Responsibility: Indicate whether department or F&S will be responsible for maintenance if variance is approved: \_\_\_\_\_

HVAC Functionality: \_\_\_\_\_

Campus Sustainability ("green design"): \_\_\_\_\_

Date Variance Approval Request Form e-mailed to Variance Committee members: \_\_\_\_\_

Date response from Variance Committee members required (must allow 3 business days from receipt of form): \_\_\_\_\_

Variance Process Committee Members Approval or Rejection:

Representing	Approve Variance Request? (Yes/No)	Comments
Helen Coleman, Planning		
Craig Grant, Planning		
Kent Reifsteck, Energy Services		
Beth Scheid, CITES		
Pam Voitik, Engineering		
Carl Wegel, Maintenance		
_____, Department Representative (For Project)		

**Decision:** If one (or more) Variance Process Committee members disapprove the Variance Request, the variance is rejected. If all committee members approve the Variance Request, it is approved.

Send completed Variance Approval Request Form along with applicable life cycle cost analysis to [FacilitiesStandardsVariance@illinois.edu](mailto:FacilitiesStandardsVariance@illinois.edu) and to the Department Representative for the Project. Send all approved and rejected variance forms to [fseditor@fs.illinois.edu](mailto:fseditor@fs.illinois.edu).