

VARIANCE APPROVAL REQUEST FORM

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

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 (Technology Services): _____

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, Capital Programs		
Craig Grant, Codes & Compliance		
Kent Reifsteck, Utilities & Energy Services		
Mary Stevens, Technology Services		
Jim Sims, Engineering & Construction Services		
Pam Voitik, Operations, Maintenance & Alternations		
, Department Representative (For Project)		

NOTE: If a committee member does not respond to this Variance Request, their response will automatically default to "approved".

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 and to the Department Representative for the Project. Send all approved and rejected variance forms to FacilitiesStandardsVariance@illinois.edu.