



Building design standard variance request

Appendix D of the deliverable standard

Section one: Variance request

This section is to be completed by the Design Team.

Project information

Project number:

Project name:

Project manager:

Variance request

Design standard:

Section and article:

Requested variance description:

Impact of this variance request on building operations, occupant experience, and other affected areas:



Supporting documentation:

Sign-off by Design Team

Requested by:

Position:

Signature:

Date:

Section two: Project impact

This section is to be completed by Project Manager of University Planning Design and Construction (UPDC).

The variance request is critical to project schedule or budget:

☐ Yes

☐ No

If "Yes", approval from both the Director of Facilities & Services and the Executive Director of UPDC is required in section four.

Sign-off by Project Manager of UPDC

Requested by:

Position:

Signature:

Date:



Section three: University decision

This section is to be completed by Facilities & Services (F&S).

The variance request is:

- ☐ Approved as presented
- ☐ Rejected with explanation:
- ☐ Approved as noted:

Sign-off by F&S

Reviewed by:

Position:

Signature:

Date:

Section four: Executive approval (if applicable)

This section must be completed only if the variance request is critical as noted on section two.

Sign-off by Director of F&S

Name:

Position:

Signature:

Date:

Sign-off by Executive Director of UPDC

Name:

Position:

Signature:

Date: