TAB B-10

VARIANCE PROCEDURE

It is realized that there will be project specific instances where a variance to the specification standards contained within Tab E of the UA DSS Manual may be desired and/or warranted. Any party to a project may initiate a variance by completing a Request for Variance form and submitting it to the Project Manager for consideration. The process for evaluating the variance item is prescribed by the following flow chart. Variances are only considered on a case by case basis and do not constitute a wholesale revision to the DSS Manual.

![Flowchart of Variance Procedure]

- Variance Item Initiated
  - Architect/User/FDC/FM
  - Project Manager
  - Sponsors

- FM/FDC Consensus
  - No
  - Yes

- Project Manager
  - Sponsors
  - No
  - Yes

- FM/FDC Directors
  - Decide
  - No
  - Yes

- Allow
  - Yes
  - No

- Sign and Distribute Form as Appropriate

- Proceed
MANUAL OF DESIGN AND SPECIFICATION STANDARDS
REQUEST FOR VARIANCE

Introduction:

The University of Arizona desires to utilize the Design and Specification Standards without exception or variance. Special conditions may arise, however, where a variance is needed or justified. No variance from Design and Specification Standards will be allowed without prior approval indicated on a Request for Variance Form.

Instructions:

1. Complete form in type written text or legible hand printing in black ink.
2. Be sure to include your name, department or firm and telephone number.
3. Provide as much justification for request as possible. Attach additional sheets if necessary and reference them on this form.
4. Please limit requests to one item or subject per form.
5. Deliver or fax completed form to the FDC Project Manager.

Date: ____________________________
From: ____________________________   Telephone: ____________________________
                                                                                   Fax No.    : ____________________

Please consider the following variance from the Manual of Design and Specification Standards.
Project Name: _____________________________________    Project No.: _____________________
Section Number Reference: _______________________________

Variance Requested (attach additional sheets if necessary):
____________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reason or Justification for Variance (attach additional sheets if necessary): _______________________
____________________________________________________________________________________
____________________________________________________________________________________

This Request for Variance is _________  Approved    __________  Not Approved.
Reasoning: __________________________________________________________________________
By: __________________________________________    Date: ___________________

Facilities Design and Construction

Distribution: ____________________________