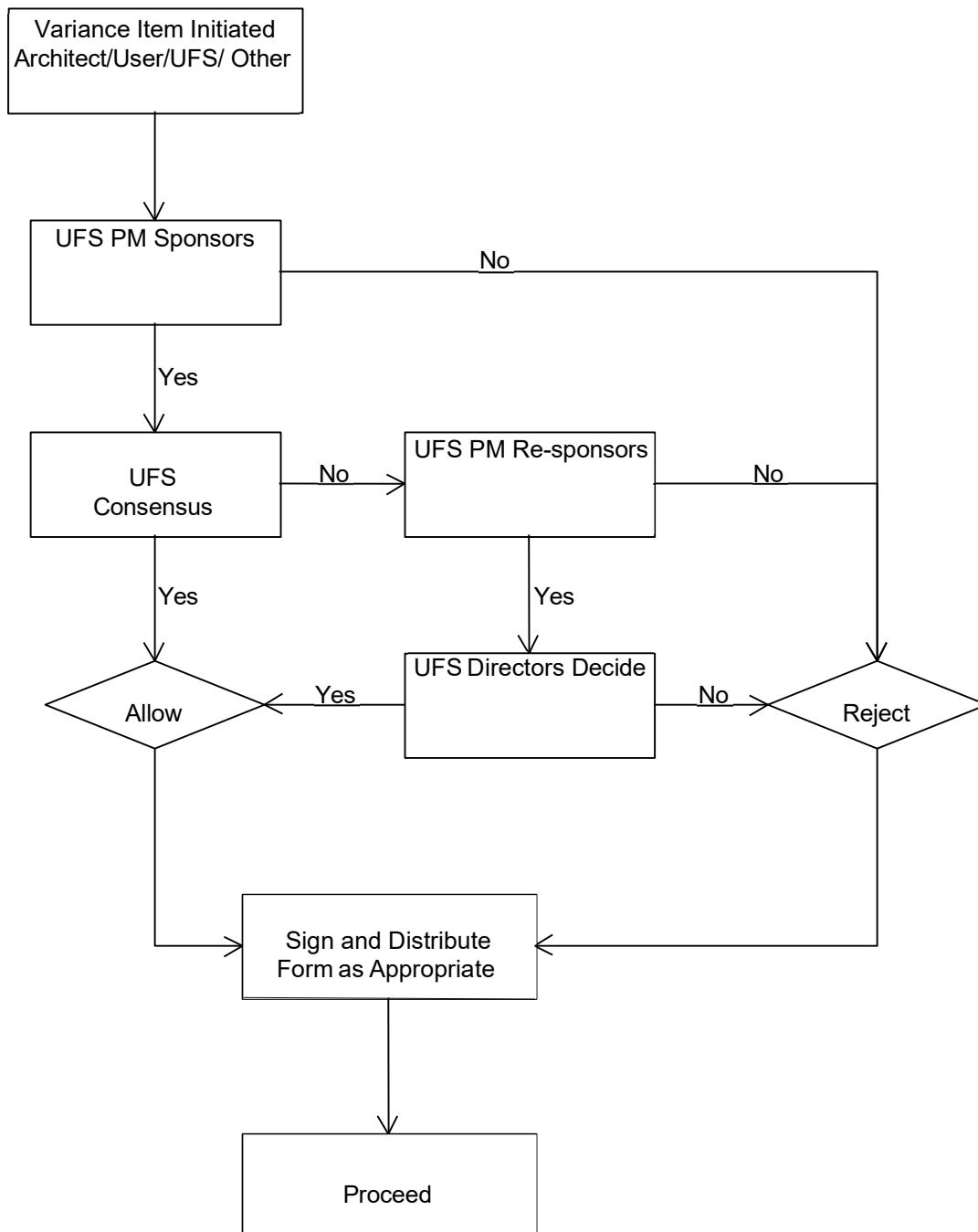


## TAB B-10

### 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 (or via UFS Project Manager approved alternative documentation method) and submitting it to the UFS 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.



## **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 UFS Project Manager.

Date: \_\_\_\_\_

From: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax No. : \_\_\_\_\_

Please consider the following variance from the Manual of Design and Specification Standards.

Project Name: \_\_\_\_\_ UFS Project No.: \_\_\_\_\_

DSS 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: \_\_\_\_\_  
University Facility Services (UFS)

Distribution: \_\_\_\_\_