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: __________________________________________________________________


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:

<table>
<thead>
<tr>
<th>Representing</th>
<th>Approve Variance Request? (Yes/No)</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Helen Coleman, Planning</td>
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<td>Craig Grant, Planning</td>
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<td>Kent Reifsteck, Energy Services</td>
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<td>Beth Scheid, CITES</td>
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<td>Pam Voitik, Engineering</td>
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<td>Carl Wegel, Maintenance</td>
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<tr>
<td>, Department Representative (For Project)</td>
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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 fseditor@fs.illinois.edu.

Form last revised June 15, 2013.