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: ________________________________________________


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:

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<thead>
<tr>
<th>Representing</th>
<th>Approve Variance Request? (Yes/No)</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Helen Coleman, Capital Programs</td>
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<td>Craig Grant, Codes &amp; Compliance</td>
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<td>Kent Reifsteck, Utilities &amp; Energy Services</td>
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<td>Mary Stevens, Technology Services</td>
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<td>Jim Sims, Engineering &amp; Construction Services</td>
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<td>Pam Voitik, Operations, Maintenance &amp; Alterations</td>
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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.