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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<tr>
<th>Representing</th>
<th>Approve Variance Request? (Yes/No)</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Ted Christy, 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>Dave Boehm, Operations, Maintenance &amp; Alternations</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 facilitiesstandards@illinois.edu