# APPENDIX B
# DETERMINATION AND FINDINGS FORM

## B.1 Determination and Findings Form

Determination and Findings (D&F) forms are available from the OUA Website

## B.2 Required Information

A D&F form is required for approval of deviations from the Campus Design Guidelines, William & Mary Technical Standards, and requirements set forth in the Design and Construction Manual (DCM). The University Architect is responsible for approval of deviations requested via D&F. All pertinent information required for evaluation must be included in the form:

B.2.1 – Action Requested

State action requested (Variance from Technical Standards, DCM Manuals, etc.). Cite specific section and/or sub-section of the document or manual for which the action is requested.

B.2.2 – General Information

Include relevant information on the applicable project, including Project Name, Project Number, Location, Cost and Schedule information.

B.2.3 – Background

Provide a concise statement describing why the action requested is necessary or desirable. Use attachments and exhibits to provide additional information as necessary.

B.2.4 – Determination

Provide a concise statement identifying the available options for consideration. Use attachments and exhibits to provide additional information as necessary.

B.2.5 – Findings

In a concise statement, identify desired final resolution to the action requested and the reliability, quality or other improvement to be achieved by this action. Identify and enumerate impacts to the project schedule and project budget days and dollars, respectively.

## B.3 Code Modifications and Waivers

The D&F form is not to be used for requested deviations from code requirements or to request code interpretations. Requests for consideration for code modifications are to be submitted by letter to DEB by the University Architect.