



**DETERMINATION & FINDINGS FOR PROJECT RELATED ISSUES**

**Part 1 - Initiation and Background**

*Enter general project data*

Project Name: \_\_\_\_\_  
Project or WO #: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Variance Type: \_\_\_\_\_

Project Type: \_\_\_\_\_  
Permit Type: \_\_\_\_\_  
Location: \_\_\_\_\_  
Requestor: \_\_\_\_\_

**Part 2 - Request Identification and Impacts**

*Outline deviation and action requested*

Document and Edition: \_\_\_\_\_  
Citation of section or paragraph  
for which the action is requested: \_\_\_\_\_  
Schedule Impact (number of days): \_\_\_\_\_  
Budget Impact (specify cost related to  
construction value or project value): \_\_\_\_\_

Project Impacts: *(check all that apply)*

- Cost Increase or Decrease
- Schedule Modification
- Operational Impacts
- Quality or Service Life
- Warranty Change
- Aesthetic or Finish Change

**Part 3 - Detailed Background, Determinations, and Findings**

**BACKGROUND** *(Concise statement describing why the action requested is necessary or desirable. Attach additional pages as necessary.)*

**DETERMINATION** *(Concise statement outlining options considered and their relative project impacts. Attach additional pages as necessary.)*

**FINDINGS** *(Concise statement identifying the final resolution to the action requested above and the benefit achieved by this action.)*

Attachments:  Drawings or Sketches  Cost Estimates or Pricing Information  
*(check all that apply)*  Specifications, Technical Data, or Cut Sheets  Schedule Document

ADDITIONAL INFORMATION (Additional Background, Dertermination, or Findings information continued from previous pages - or - detailed justification or additional pertinent information for reviewers to properly evaluate the proposed deviation from standards and requirements related to planning, design, construction, maintenance, or other project relatd issues.)

**Part 4 - Recommendations, Endorsements, and Approvals**

**DCM VARIANCES**

Reviewed by Project Manager	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Reviewed by Facilities Project Procurement Mgr.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Director of Design and Construction	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
APPROVED by University Architect	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>

**DESIGN GUIDELINES VARIANCES**

Reviewed by Project Manager	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Director of Design and Construction	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
APPROVED by University Architect	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>

**TECHNICAL STANDARDS VARIANCES**

Reviewed by Project Manager	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Director of Design and Construction	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Exec. Director of Facilities Operations	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Director of EH&S (as applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
Recommended by Dir. of Sustainability (as applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>
APPROVED by University Architect	<input type="checkbox"/> YES <input type="checkbox"/> NO	<div style="border: 1px solid black; width: 100px; height: 30px; margin-left: 20px;"></div> <i>signature</i>

**CODE VARIANCE REQUESTS**

A variance or relief from an applicable building code requirement is requested and recommended by the A/E of Record. The information contained herein may be utilized by the University Architect in support of such request.

<input type="checkbox"/> YES	_____
<input type="checkbox"/> NO	_____
	<i>A/E Signature</i>

**UNIVERSITY ARCHITECT COMMENTS**

As outlined in Appendix B of the DCM, a D&F form is required for approval of deviations from the Campus Design Guidelines, Technical Standards (WMTS), and requirements set forth in the DCM. The University Architect is the approving authority for all deviations requested via D&F form and is the final authority thereof. All information required for evaluation must be included in the form. The D&F form may also be used by the A/E of Record to document code interpretations and to support requests for variances from applicable building codes. Concurrence to pursue a variance does not constitute approval. Only the University Architect may submit such a request to the Division of Engineering & Buildings, which has code review authority for university projects.