**Request for Variance from**

**Manual of Guidelines and Standards for Design and Construction Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name & Project Number:

# CU Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section of Standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description and Reason for Request:

Make Permanent change to standard: Yes No

Date Variance Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standards Committee Reviewers:**

Jay Campbell Approve Disapprove Reason

Gregory Gibson Approve Disapprove Reason

Andre Vite Approve Disapprove Reason

(Anschutz Only)

Meg Hohnholt Approve Disapprove Reason

(Denver Only)

Joe Kimitch Approve Disapprove Reason

Jim Nelson Approve Disapprove Reason

Andy Madsen Approve Disapprove Reason

Tony Miller Approve Disapprove Reason

Essi Ellis (Police) Approve Disapprove Reason

And/Or

Greg Sullivan (CU Security) Approve Disapprove Reason

Sheard Goodwin (IT) Approve Disapprove Reason

Decision Date:

Standards Committee Decision:

**Instructions for requesting a Variance:**

This form shall be used anytime a Project Design Team wants to specify or a Construction Team wants to procure and install a product or manufacturer that differs from one specifically called out in the University of Colorado Denver| Anschutz Medical Campus Manual of Guidelines and Standards for Design and Construction.

1. Fill out the form with all requested information down to Date Variance Needed.
2. Submit the completed form to the Facilities Projects Standards Manager. ([ANDY.MADSEN@CUANSCHUTZ.EDU](mailto:ANDY.MADSEN@CUANSCHUTZ.EDU))
3. The Standards Manager will distribute to the Standards Committee and collect their votes.
4. If the Standards Committee has any questions or requires additional information before making a decision, the Standards Manager will forward those requests to the Requestor and distribute the Requestor’s response to the Standards Committee.
5. The Standards Manager will inform the Requestor of the Standards Committee's decision.