

**Design & Construction** Deviation Request Number:

**DEVIATION REQUEST FORM**

This form shall be used by Design Professional to request a deviation from the Design Standards & Procedures and must be completed prior to bid document phase. Please complete and return via email to the UI Project Manager.

Date: Project Phase:

*(SD, DD, CD)*

UI Project Name:

UI Project Number: Owner’s Design Project Manager:

Design Professional:

Design Professional Representative:

*(first and last name)*

Email Address: Phone: ( )

Design Standards Edition: Section Number: Page Number:

Description of Deviation: (attach additional page(s) as needed)

Justification for Deviation Request: (attach additional page(s) as needed)

*Include Total Cost of Ownership Comparison*

Attachment List: Total number of pages attached:

# Reviewed / Approved By:

# (Responses NA – not applicable, R&A – reviewed & approved, RAN – reviewed as noted, R&R – revise & resubmit, NR – not recommended):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1)**  ***(Department Name)*** | **2)**  ***(Department Name) NaName)*** | **3)**  ***(Department Name)*** | **4)**  ***(Department Name)*** | |
| Response | Response | Response | Response | |
|  |  |  |  | |
| *(Printed Name & Initial)* | *(Printed Name & Initial)* | *(Printed Name & Initial)* | *(Printed Name & Initial)* | |
| **5)**  ***(Department Name)*** | **6)**  ***(Department Name) NaName)*** | **7)**  ***(Department Name)*** | **8)**  ***(Department Name)*** | |
| Response | Response | Response | Response | |
|  |  |  |  | |
| *(Printed Name & Initial)* | *(Printed Name & Initial)* | *(Printed Name & Initial)* | *(Printed Name & Initial)* | |
| \*BLS, UIU (Ben Fish), Public Safety (Dave Visin), Fire & Life Safety (Brent Anderson), and FIMS (Kirk Banks) are required for all main campus deviations. \*Capital Management, Engineering Services, and Safety & Security required for all UIHC deviations. \*Include all other departments/stakeholders impacted: P&T, ITS, Campus Planning, HCIS, etc. | | | | |