

SUBJECT: Deviations from UCF Design and Construction Standards	Effective Date: 4/8/19	Procedure Number: FS2011 FPC0005	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Associate Vice President for Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all design and construction projects performed on all UCF campuses, regardless of the requesting entity or the funding source, including, but not limited to: projects funded by the state, direct support organizations or their tenants, auxiliaries, the university, colleges, departments, units, contracts and grants, or donations.

PROCEDURE STATEMENT:

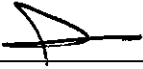
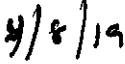
All deviations from the UCF Design and Construction Standards must be reviewed by the Standards Committee, the Facilities and Safety Directors, and approved by the Associate Vice President for Administration and Finance (Facilities and Safety) (AVP) prior to the deviation being made. Requests for deviations must follow the UCF Design & Construction Standards.

PROCEDURE:

Deviations

1. An architect, engineer, or contractor who wishes to deviate from the UCF Design, Construction, and Renovation Standards must submit a Deviation Request Form to the Project Manager.
2. The Project Manager will review the form for accuracy and route it to the Senior Project Assistant for consideration at the next regularly scheduled Standards Committee meeting.
3. Each member of the Standards Committee will either “approve” or “disapprove” the deviation, and indicate any feedback on the form.
4. All of the Standards Committee’s comments are then sent by the Senior Project Assistant, in a timely manner, to the AVP for final approval or disapproval.
5. The Senior Project Assistant will communicate the AVP’s ruling to the Project Manager and all parties indicated on the deviation form.

6. Any Architect/Engineer or Contractor who fails to submit deviations during design, and installs systems or materials that do not meet UCF Standards, will be responsible for removal and replacement with systems or materials compliant with UCF Standards, at the Architect/Engineer or Contractor's sole expense.

Approved By:	Date Approved:
	
<hr/> Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety	

Revision Log

Version	Description of Changes	Date
0	Original approved	2011
1	Updated to reflect current practices	4/2019