**EXCEPTION REQUEST FORM**

INSTRUCTIONS: Complete all requested information. Submit only one exception request per sheet. The A/E shall complete a copy of this sheet for EACH item where an exception is requested. All six issues/items must be answered for EACH exception requested. Incomplete or partially complete requests shall be returned without consideration. Attach any plans, details, cut sheets, illustrations, sketches, calculations or backup material necessary to fully explain request.

PROJECT NAME:

UNIVERSITY PROJECT NUMBER:

PROJECT PHASE:

STANDARD DATE:

DATE SUBMITTED TO UNIVERSITY FOR CONSIDERATION:

REQUEST FOR EXCEPTION NUMBER (RFE):

1. Standards Section/Paragraph *(verbatim from Standards):*

2. Standards Description *(verbatim):*

3. Requested Exception(s) to Standards *(be specific):*

4. Does this Request have any Building Code implications or trigger a Code review? If so indicate Code section.

5. Reason(s) for Request:

6. Explanation of “Why” this Exception does not Compromise the Project's Quality:

7. Initial Cost Impact and Life Cycle Cost Impact Analysis *(Provide supporting documentation on how these figures are calculated.):*

End of Exception Request Form

**For Exceptions Committee Use Only**

University Action:

\_\_\_\_\_

\_\_\_\_\_ Approved with conditions

\_\_\_\_\_ Referred to subcommittee for action

\_\_\_\_\_ Rejected

\_\_\_\_\_ Committee recommendation input only (where applicable)

\_\_\_\_\_ Other

Additional sheets may be included along with the committee’s   
final action as noted above.