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 seven 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. A/E to submit completed form to the respective Project Manager listed below.

PROJECT NAME: _____

UNIVERSITY PROJECT NUMBER: _____

UNIVERSITY PROJECT MANAGER: _____   **PM EMAIL:** _____

PRIME CONSULTANT COMPANY: _____   **PM:** _____

                                                  PM EMAIL: _____

UNIVERSITY STAKEHOLDER REPRESENTATIVES As Applicable (Vetted prior to submittal)
Facilities Management, Energy Management, Information Technology, Parking, ETC:

_____

_____

PROJECT PHASE (Predesign, Schematic Design, Design Development, Construction Documents or Construction): _____

STANDARD DATE: _____

DATE SUBMITTED TO UNIVERSITY FOR CONSIDERATION: _____

REQUEST FOR EXCEPTION NUMBER (RFE) Refer to *Exceptions Tracking Log*: _____

    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.):*

For Exceptions Facilitator Use Only

Date Submitted: _____

Date Returned: _____

Committee Action:

_____ Approved

_____ Approved with Conditions

_____ Rejected

_____ Other

Facilitator Signature: _____

Additional sheets may be included along with the committee's