[INSTRUCTIONS FOR COMPLETING THIS FORM ARE IN RED-COLORED ITALICS AND BRACKETS. COMPLETE EVERY FIELD AND DELETE ALL RED-COLORED TEXT INSTRUCTIONS, INCLUDING THE SHADING & BRACKETS.]

**DESIGN STANDARDS REVISION REQUEST FORM**

The **purpose** of the Revision Request is to provide a means for design professionals or campus personnel to request a change to the Facilities Design Standards.

The difference between the Variance Request and Revision Request is:

* A Variance Request happens once on a per project basis. A Variance Request may only be submitted by a design professional relative to a specific project.
* A Revision Request proposes changes to the actual Facilities Design Standard. A Revision Request may be submitted by a design professional or campus representative.

*(Please Type or Print)*

|  |
| --- |
| Submittal Date: |
| Prepared By *(name):* |
| Firm(s) or Campus: |
| Address: |
| Contact: |
| Telephone: |
| Email: |

**Design Standards Reference:**

***[Include a reference number. List specific item(s) section, division and paragraph from the Facilities Design Standards. for example, Section IV, Division 08 – Openings, 1. 08 11 00 – Hollow Metal (Steel) Doors and Frames. 1.6. Limit one issue per Request.]***

**Revision Request:**

***[State the change requested.]***

**Basis for Revision Request:**

***[Explain rationale, constraints, alternatives and why the change would improve quality, clarity, or value. Explain the impact to competitive bidding. Include installation and material cost differences if applicable. Identify the impact to building operations costs. Attach additional information on separate pages as needed.]***

**Supporting Documentation:**

***[Attach supporting information, installation examples, drawings/sketches to illustrate key issues, background data, photographs or catalog sheets that demonstrate performance.]***

*Submit to: Facilities Program Manager, System Office*