

# USF DESIGN & CONSTRUCTION GUIDELINE CHANGE FORM

**A.** SUBMITTED: \_\_\_\_\_  ATTACHMENTS  **URGENT\***, RESPONSE DESIRED BY: \_\_\_\_\_

RECOMMENDATION FOR A **REVISION** TO **USF DESIGN & CONSTRUCTION GUIDELINES**

REQUEST FOR A PROJECT SPECIFIC **DEVIATION** FROM **USF DESIGN & CONSTRUCTION GUIDELINES**

**PROJECT:** \_\_\_\_\_

\* **URGENT REQUESTS ARE FOR PROJECT SPECIFIC DEVIATIONS ONLY.**

\*\* **ONLY ONE REVISION/DEVIATION SHOULD BE REQUESTED ON EACH CHANGE FORM.**

\*\*\* **IF APPLICABLE, A PROJECT SPECIFIC DEVIATION CAN BE SUBMITTED AS A DEVIATION AND A REVISION ON THE SAME CHANGE FORM.**

**1. FROM REQUESTOR** \_\_\_\_\_ PHONE: \_\_\_\_\_  
 \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 DEPARTMENT/ENTITY: \_\_\_\_\_

<p><b>2. USF FM</b> <input type="checkbox"/> <b>BCA/FCO:</b> _____</p> <p><b>TECHNICAL</b> <input type="checkbox"/> <b>FM-DC:</b> _____</p> <p><b>STAFF</b> <input type="checkbox"/> <b>FM-PLG:</b> _____</p> <p><b>COMMITTEE</b> <input type="checkbox"/> <b>FM-OPS:</b> _____</p> <p><b>(TSC)</b> <input type="checkbox"/> <b>FM-SVC:</b> _____</p> <p><b>REVIEW</b> <input type="checkbox"/> <b>FM-EHS:</b> _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">TSC CONSOLIDATED ACTION</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> RECOMMENDED AS A REVISION</td> <td rowspan="5" style="padding: 2px; vertical-align: middle;">CONSOLIDATED REVIEW DATE: _____</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> RECOMMENDED AS A DEVIATION</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> FORWARDED WITH COMMENTS*</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> RETURNED WITH COMMENTS*</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> RECOMMENDED FOR DISAPPROVAL</td> </tr> </table>	TSC CONSOLIDATED ACTION		<input type="checkbox"/> RECOMMENDED AS A REVISION	CONSOLIDATED REVIEW DATE: _____	<input type="checkbox"/> RECOMMENDED AS A DEVIATION	<input type="checkbox"/> FORWARDED WITH COMMENTS*	<input type="checkbox"/> RETURNED WITH COMMENTS*	<input type="checkbox"/> RECOMMENDED FOR DISAPPROVAL
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<input type="checkbox"/> FORWARDED WITH COMMENTS*									
<input type="checkbox"/> RETURNED WITH COMMENTS*									
<input type="checkbox"/> RECOMMENDED FOR DISAPPROVAL									

**3. AFFECTED AGENCIES (IF REQUIRED)**

<input type="checkbox"/> _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMENTS** _____
<input type="checkbox"/> _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMENTS** _____
<input type="checkbox"/> _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMENTS** _____
<input type="checkbox"/> _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMENTS** _____

**4. APPROVAL SIGNATURE / DATE**

USF FM-DC, Director (or Designee)	<input type="checkbox"/> RECOMMENDED AS A REVISION
USF FM-PLG, Director (or Designee)	<input type="checkbox"/> RECOMMENDED AS A DEVIATION
USF FM-OPS, Director (or Designee)	<input type="checkbox"/> RECOMMENDED AS A REVISION
USF FM, AVP (or Designee)	<input type="checkbox"/> RECOMMENDED AS A DEVIATION
	<input type="checkbox"/> APPROVED AS A REVISION
	<input type="checkbox"/> APPROVED AS A DEVIATION

\* ATTACH COMMENTS WHEN RECOMMENDATION FOR APPROVAL IS NOT WARRANTED.  
 \*\*ATTACH COMMENTS WHEN UNABLE TO ENDORSE THE RECOMMENDATIONS/CONCLUSIONS OF THE TECHNICAL STAFF REVIEW.  
 ABBREVIATIONS: **FM** (FACILITIES MANAGEMENT) **BCA** (BUILDING CODE ADMINISTRATOR) **FCO** (FIRE CODE OFFICIAL) **EHS** (ENVIRONMENTAL HEALTH & SAFETY) **PLG** (PLANNING) **DC** (DESIGN & CONSTRUCTION) **OPS** (OPERATIONS) **SVC** (SERVICES) **USF IT** (INFORMATION TECHNOLOGY)

**B. PROPOSED CHANGE:** THE FOLLOWING RECOMMENDATION FOR A **REVISION** AND/OR REQUEST FOR A PROJECT SPECIFIC **DEVIATION** IS PROVIDED FOR THE CONSIDERATION OF THE **USF TECHNICAL STAFF COMMITTEE**.

**1. GUIDELINE SECTION NUMBER & TITLE:** \_\_\_\_\_

**2. EXPLANATION / JUSTIFICATION:** \_\_\_\_\_

**3. BENEFIT TO THE UNIVERSITY / PROJECT:** \_\_\_\_\_

**4. RECOMMENDED REVISION:** \_\_\_\_\_

**5. REQUESTED DEVIATION:** \_\_\_\_\_