

USF DESIGN & CONSTRUCTION GUIDELINE CHANGE REQUEST GUIDELINE

THE **USF DESIGN & CONSTRUCTION GUIDELINE CHANGE REQUEST GUIDELINE** FOR EVALUATING THE MERITS OF A PROPOSED REVISION TO THE [USF DESIGN & CONSTRUCTION GUIDELINES \(DCG\)](#) OR A REQUEST FOR PROJECT SPECIFIC WAIVER FROM THE REQUIREMENTS OF THE **DCG** FOLLOWS:

- A. FOLLOWING INDIVIDUALS MAY SERVES AS A **REQUESTOR**; AND INITIATE A **REVISION TO** OR REQUEST A **WAIVER FROM** THE GUIDELINES:
 - a. [USF BUILDING CODE ADMINISTRATOR \(BCA\)](#) & CODE INSPECTORS
 - b. [USF FIRE CODE OFFICIAL \(FCO\)](#)
 - c. [USF PROJECT MANAGERS \(USF PM\)](#)
 - d. DESIGN OR CONSTRUCTION PROFESSIONALS UNDER CONTRACT WITH USF
 - e. USF FACILITIES MANAGEMENT PROFESSIONAL STAFF ARCHITECTS & ENGINEERS
 - f. USF FACILITIES MANAGEMENT MAINTENANCE & OPERATIONS TECHNICIANS/SPECIALISTS

- B. THE **REQUESTOR** SHALL SUBMIT A COMPLETED **USF DESIGN & CONSTRUCTION GUIDELINES CHANGE FORM** (CHANGE FORM) TO THE **QM MANAGER** (ASSIGNED BY DIRECTOR OF **FM D&C**).
 - a. THE **REQUESTOR** SHALL INCLUDE: CONTACT INFORMATION, DEPARTMENT AND EXPLANATION/JUSTIFICATION FOR THE CHANGE REQUEST.
 - b. THE **REQUESTOR** SHALL SPECIFICALLY NOTE: WHETHER THE CHANGE FORM IS A **REVISION TO THE CURRENT GUIDELINES** OR A **PROJECT SPECIFIC DEVIATION** FROM THE GUIDELINES; AND URGENT NATURE OF THE REQUEST & THE DESIRED DATE FOR RESPONSE TO URGENT REQUEST.
 - c. THE **REQUESTOR** SHALL PROVIDE CLARIFYING OR EXPLANATORY ATTACHMENTS TO THE CHANGE FORM.

- C. THE **QM MANGER** SHALL **DETERMINE THE APPROPRIATE MINIMUM QUORUM OF PRINCIPLE INVESTIGATORS (PI)** REPRESENTING THE **USF FM** AND OTHER USF FACILITIES DIVISIONS FOR COORDINATION OF AN INITIAL REVIEW OF THE CHANGE PROPOSAL.
 - a. THE CHANGE FORM WILL BE ASSIGNED A NUMBER THAT WILL ASSIST IN TRACKING THE REQUEST.
 - b. THE **USF FACILITIES MANAGEMENT DIRECTORS** SHALL ASSIGN ONE **PI** (A QUALIFIED ARCHITECT, ENGINEER, OR DESIGNATED FACILITIES MAINTENANCE & OPERATIONS SPECIALIST) TO REPRESENT HIS/HER DEPARTMENT TO SERVE ON THE [TECHNICAL STAFF COMMITTEE \(TSC\)](#). (NOTE: **TSC AT ITS BEST IS A VIRTUAL & FLUID ENTITY, ADJUSTING TO FIT THE CIRCUMSTANCES; THE QM MANAGER SHALL FORM THE MOST EFFICIENT, APPROPRIATE AND MINIMUM QUORUM OF TSC MEMBERSHIP WHENEVER POSSIBLE.**)
 - c. THE **TSC** SHALL COMPRISE THE [USF BUILDING CODE ADMINISTRATOR \(BCA\)](#) AND **PI**'S.
 - d. THE **BCA** SHALL COORDINATE AND CONSOLIDATE REVIEW COMMENTS FROM **FM-EHS** AND **FCO**.

- D. THE **QM MANGER** SHALL **DETERMINE THE APPROPRIATE MINIMUM QUORUM OF TSC COMMITTEE MEMBERS AND** CONDUCT A VIRTUAL MEETING OF THE **TSC** TO CONVENE AND REVIEW THE MERITS OF PROPOSED CHANGE OR WAIVER.
 - a. THE **USF FM QM MANGER** WILL DISTRIBUTE VIA EMAIL THE COMPLETED CHANGE FORM AND ATTACHMENTS TO THE **TSC** FOR REVIEW AND RECOMMENDATION.
 - b. THE **PI**'S SHALL COORDINATE THE INTERNAL REVIEWS OF HIS/HER DIVISION.
 - c. THE **TSC** WILL ALSO IDENTIFY ANY AFFECTED CAMPUS AGENCY THAT WILL NEED TO BE INCLUDED FOR COMMENT AND REVIEW.
 - d. EACH **TSC** MEMBERS SHALL FORWARD COMMENTS/RECOMMENDATIONS VIA E-MAIL; THE **TCS** SHALL DETERMINE THE DURATION OF DELIBERATION, BUT NO LATER THAN FOURTEEN (14) CALENDAR DAYS AFTER RECEIPT BACK TO THE **QM MANGER**.
 - e. THE **QM MANGER** WILL COORDINATE AND ADMINISTER THE FLOW OF INFORMATION AND POST ANY RECOMMENDED REVISIONS OR DEVIATIONS.

- E. THE **QM MANAGER** SHALL RECEIVE **TSC** COMMENTS.
 - a. IF **AFFECTED AGENCIES** ARE IDENTIFIED THEY WILL BE CONTACTED AND THE CHANGE REQUEST WILL BE FORWARD INCLUDING ALL COMMENTS AND RECOMMENDATIONS FOR THEIR REVIEW.
 - b. IF THE RECORDED ACTION IS **UNANIMOUSLY FAVORABLE**, THE **TSC** DOES NOT PHYSICALLY CONVENE.
 - c. IF THE ACTION IS **NOT UNANIMOUSLY FAVORABLE**, THE **QM MANAGER** WILL CONVENE A MEETING OF THE **TSC** TO DISCUSS AND RECOMMEND FINAL ACTION.

- F. FOLLOWING THE FINAL REVIEW BY THE **AFFECTED AGENCIES** THE **QM MANAGER** WILL COORDINATE AND ATTACH ALL COMMENTS/RECOMMENDATIONS FOR DISTRIBUTION TO THE **USF FM DIRECTORS** (DIRECTORS). THE **DIRECTORS** WILL REVIEW AND RETURN WITH COMMENTS OR RECOMMEND FOR APPROVAL. IF THE CHANGE IS RECOMMENDED FOR APPROVAL IT WILL BE DISTRIBUTED AND REVIEW BY THE USF FACILITIES MANAGEMENT ASSISTANT VICE PRESIDENT WHO WILL EITHER APPROVE THE CHANGE REQUEST OR RETURN WITH COMMENT. (NOTE: **THE DIRECTOR OF DESIGN & CONSTRUCTION (OR DESIGNEE) MAY APPROVE A CHANGE OR DEVIATION REQUEST THAT HAVE A TSC VETTED BY & APPROVED PRECEDENCE BY SIGNATURE ON THE "APPROVED" BLOCK; NO OTHER SIGNATURES ARE REQUIRED**)
 - a. THE **DIRECTOR OF DESIGN & CONSTRUCTION (OR DESIGNEE)** IS DELEGATED THE "APPROVAL" AUTHORITY AS THE DESIGNEE OF THE **AVP OF FACILITIES MANAGEMENT** TO APPROVE A CHANGE REQUEST; AND MAY DETERMINE WHETHER A CHANGE REQUEST REQUIRES REVIEW AND APPROVAL OF THE **AVP OF FACILITIES MANAGEMENT**.
 - b. THE EXECUTED CHANGE REQUEST WILL BE RETURNED TO THE **QM MANGER** FOR DISTRIBUTION AND ADMINISTRATION.
 - c. THE **REQUESTOR, TSC** AND **AFFECTED AGENCIES** WILL BE NOTIFIED OF APPROVAL.
 - d. THE **APPROVED PROJECT SPECIFIC WAIVER** WILL BE RECORDED AND ARCHIVED.
 - e. THE **APPROVED CHANGE REVISION** TO THE GUIDELINES WILL BE UPDATED AND PUBLISHED ON THE FACILITIES MANAGEMENT WEBSITE.