

SUBJECT: Revising the UCF Design, Construction, and Renovation Standards	Effective Date:	Procedure Number:	
	4/19/2013	FS 2013 FPC0014	
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Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)			

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to the members of the UCF Standards Committee, the Facilities and Safety Directors, and staff within the office of the Associate Vice President, Administration and Finance (Facilities and Safety).

PROCEDURE STATEMENT:

The UCF Design, Construction, and Renovation Standards will be reviewed, revised, and published annually.

DEFINITIONS:

Deviation: a one-time departure from the UCF Design, Construction, and Renovations Standards

Revision: a permanent change to the UCF Design, Construction, and Renovations Standards

PROCEDURES:

Revisions

The UCF Standards are reviewed continually, and revised or updated once a year, in the month of November, so that the revised Standards can be published in January.

During the year, the Standards Committee can make incremental changes or revisions to the Standards, based on suggestions made to the Standards Committee by other interested parties or from within the committee. The Standards Committee records those changes in the narrative portion of the Standards, and in the “changes made” section of the unpublished Standards for the next year.

Anyone wishing to recommend a revision to the Standards must submit a revision, in writing, to the Standards Committee for its review. The requestor will attend the next Standards Committee meeting to present the revision to the Standards Committee.

In November, the “changes made” section of the unpublished Standards, is made available to the Facilities and Safety Directors for their review and comment. Once the comments from the directors have been received, the Standards Committee will discuss the comments and, if necessary, arrange for a meeting with the directors.

All of the proposed changes, along with comments from the Safety Committee and the directors, are sent to the Associate Vice President, Administration and Finance (Facilities and Safety) for final approval. Once final approval has been received, the “changes made” section and the narrative sections of the Standards are edited to reflect those changes, and the revised Standards will be published. The “changes made” section and the narrative sections that have been changed are displayed in red or in red underline to denote additions or deletions.

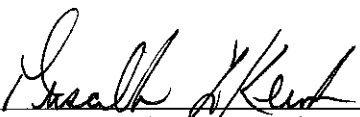
Deviations

Throughout the year, architects, constructions managers, or design builders may request a deviation (a “one-time departure” from the Standards). Deviations are to be submitted and accepted or rejected prior to the Construction Phase of Design. The Standards Committee may recommend that the deviation become a Standard, if the deviation is an obvious improvement to the Standards.

To request a deviation of the UCF Design, Construction, and Renovation Standards, the requester must submit a written request using the Request for Standards Deviation Form through the Project Manager for the project. It is the Project Manager’s responsibility to present the request to the Standards Committee at its weekly meeting. The purpose of the brief presentation is to make the Standards Committee aware of the consequences of approving or disapproving the proposed deviation. Once the Standards Committee has made its recommendation by individually voting, the request will be routed to all of the Facilities and Safety Directors for their comments. The deviation request will then be sent to the Associate Vice President for Administration and Finance (Facilities and Safety) for final action.

REFERENCES:

Request for Standards Deviation Form: www.fp.ucf.edu/forms

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	