

<b>SUBJECT:</b> UCF Design, Construction, and Renovation Standards Change Request Process	<b>Effective Date:</b> 5/23/18	<b>Procedure Number:</b> FS 2018 FS0032	
	<b>Supersedes:</b> FO SOP-036	<b>Page</b> 1	<b>Of</b> 6
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all Facilities & Safety personnel.

**PROCEDURE STATEMENT:**

This procedure describes the steps required to submit a request to change the UCF Design, Construction, and Renovation Standards.

**ACRONYMS:**

- AVP: Associate Vice President, Administration and Finance (Facilities and Safety)
- F&S: Facilities & Safety
- FPC: Facilities Planning & Construction
- OTC: Office Technology Coordinator
- SCR: Standards Change Request

**DEFINITIONS:**

Chair: An F&S employee assigned by the AVP who is responsible for processing all SCR's

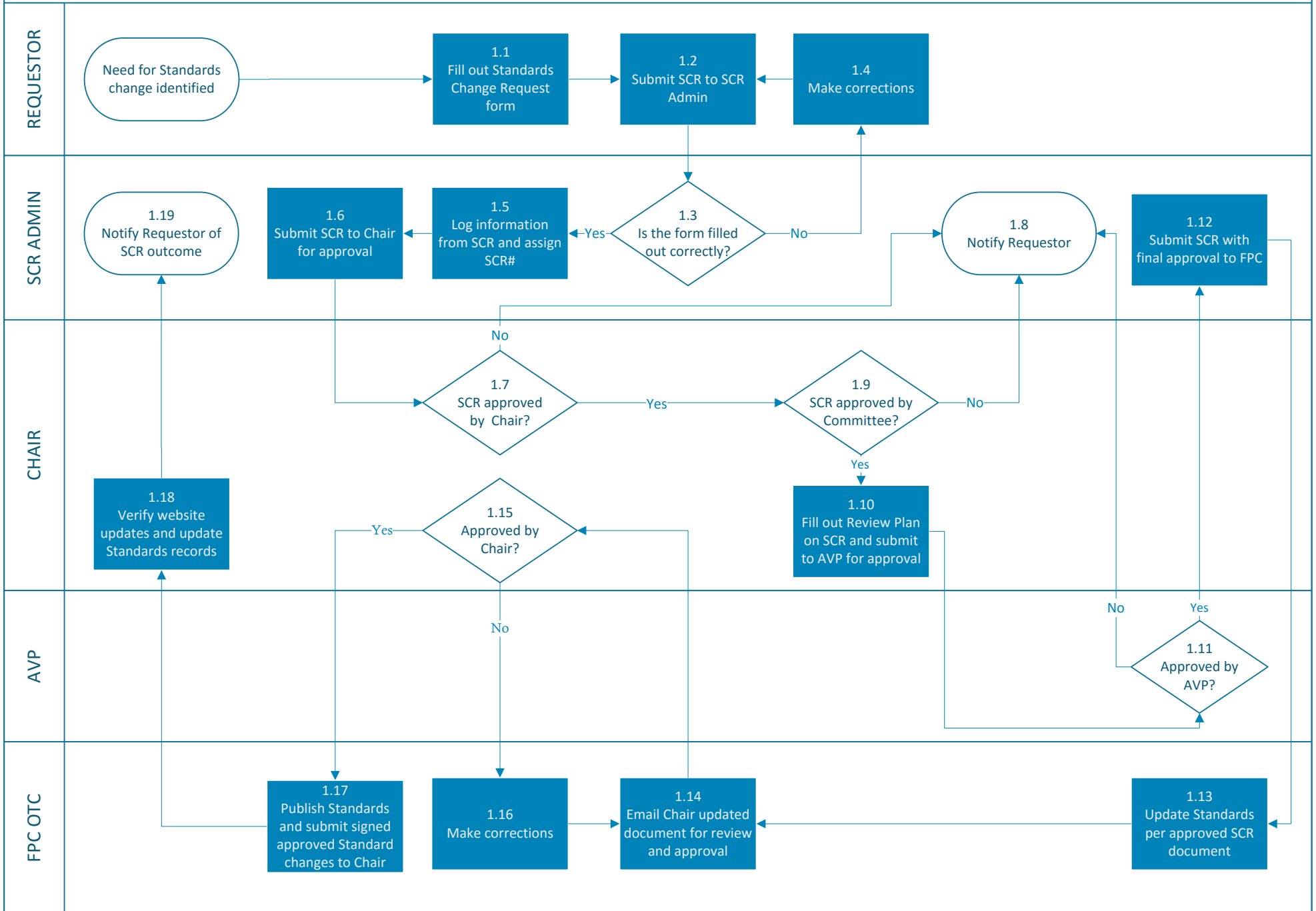
Committee: A group, comprising F&S directors, which reviews all SCR's after Chair review/approval

Requestor: Any person who is submitting a SCR

SCR Administrator: An F&S employee, assigned by the Chair, who is responsible for tracking all SCR's

# STANDARDS CHANGE REQUEST PROCESS

05/03/18



## **PROCEDURES:**

- 1.1 When a proposed change to the Standards is identified, the Requestor shall complete the UCF Design, Construction, and Renovation Standards Change Request form (FO-FM-036).

The information must include the following:

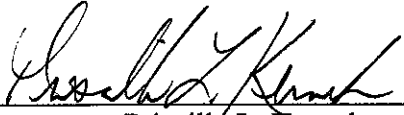

- a. Requestor name
  - b. Date of SCR
  - c. Standards revision/date
  - d. Division number
  - e. Page number
  - f. Paragraph/note/table number
  - g. Change requested
  - h. Rationale
  - i. Proposed edits to the existing Standard or new proposed Standard, to include the following information:
    - Whether the edit is to a current Standard or if it is a new proposed Standard
    - The current Standard, with new or added verbiage displayed in green text and deleted text displayed in red strikethrough
    - See Appendix A for example.
- 1.2 The Requestor shall submit the SCR to the SCR Administrator.
  - 1.3 The SCR Administrator shall review the SCR for completeness and accuracy. If corrections are necessary, the SCR Administrator shall return the SCR to the Requestor with comments.
  - 1.4 The Requestor shall proceed with the recommended changes and return the SCR to the SCR Administrator upon completion.
  - 1.5 The SCR Administrator shall log the information from the SCR into the Standards records spreadsheet, assign an SCR number, and write this number on the SCR.
  - 1.6 The SCR Administrator shall submit a printed copy of the SCR to the Chair for review.
  - 1.7 The Chair shall review the SCR and determine if the request is valid. Valid requests shall be reviewed by the Committee.
  - 1.8 The SCR Administrator shall return invalid requests, with comments, to the Requestor.
  - 1.9 The Chair shall review the SCR with the Committee at the monthly directors' meeting.

- 1.10 If the Committee agrees with the proposed SCR, the Chair shall complete the Standards Plan and submit the completed SCR to the AVP for review and approval. If the Committee deems the SCR unsatisfactory, the Chair shall record comments on the SCR.
- 1.11 The AVP shall review and approve/disapprove the SCR and return the SCR to the SCR Administrator.
- 1.12 If the SCR is approved by the AVP, the SCR Administrator shall submit the SCR to the FPC OTC. If it is not approved, the SCR Administrator shall notify the Requestor with comments, including whether the disapproval is final or temporary, and what changes are needed.
- 1.13 The FPC OTC shall update the individual standard change(s) in the InDesign file and:
  - a. Identify any additions by using red text;
  - b. Identify any deletions by using red strikethrough;
  - c. Change any previously-published red text or red strikethroughs to black text at the first update of the new calendar year;
  - d. Update the revision date of the individual Standards section to the current date;  
NOTE: At the first update of the new calendar year, each section of the Standards document takes on the current date, regardless of whether or not the content has changed.
  - e. Update the cover page of the Standards to reflect the current date;
  - f. Print PDFs of each revised section and the cover, and compile into a single new standards PDF document.
- 1.14 The FPC OTC shall email the updated document to the Chair for review and approval, copying the FPC director.
- 1.15 The Chair shall review the updated Standards for accuracy. If the Standards updates are satisfactory and approved, the Chair shall reply to the FPC OTC via email, with approval, and notify the FPC director for release. If the Chair deems the updates unsatisfactory, the documents shall be returned to the FPC OTC for corrections.
- 1.16 If corrections are required, the FPC OTC shall make the recommended corrections and email the updated document to the Chair, copying the FPC director, for review and approval.
- 1.17 Upon Chair approval, the FPC director shall email the FPC OTC with directions to publish the Standards on the FPC website at <http://fp.ucf.edu/resources>. Upon direction, the FPC OTC shall:
  - a. Post the previous version of the Standards at the top of the “Previous UCF Design, Construction, and Renovation Standards Versions;”
  - b. Post the new version of the Standards at the top of the “Standards and Requirements” section;

- c. Email the Chair, copying the FPC director, when the website posting is complete;
- d. Sign the approved Standards change(s) in the Closure Actions section and return the hard copy of the SCR to the Chair.

1.18 The Chair shall verify that the website has the correct Standards document posted and close the Standards update in the Standards records. The FPC OTC shall return the SCR hard copy to the SCR Administrator for filing.

1.19 The SCR Administrator shall notify the Requestor of SCR outcome.

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

APPENDIX A: PROPOSED LANGUAGE EXAMPLE

UCF Design, Construction, and Renovation Standards Change Request

Change Request Number: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Standards Revision/Division: \_\_\_\_\_

Division: \_\_\_\_\_

Paragraph/Note/Table Number: \_\_\_\_\_

Page: \_\_\_\_\_

Current Standards language:

CN26-4: All mains and feeders shall be protected by bolt-on circuit breakers. A neutral wire is required for all circuits.

New proposed Standards language:

CN26-4: All mains, ~~and~~ feeders, ~~and branch circuit panels~~ shall be ~~protected by~~ of the bolt-on circuit breakers ~~s~~ type. A neutral wire is required for all circuits.