

SUBJECT: Use of the UCF Standards regarding Exemptions and Change Orders	Effective Date: 2/2/12	Procedure Number: FS2011 FPC0005	
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	Responsible Authority: Associate Vice President Administration and Finance, (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all new construction and renovation projects on the UCF campus

PROCEDURE STATEMENT:

All exemptions to the UCF Design and Construction Standards must be reviewed by the Standards Committee, the Facilities and Safety Directors, and approved by the Associate Vice President Administration and Finance, (Facilities and Safety) prior to the exemptions be made. All construction change orders that would necessitate an exemption to the standards require the same review and approval process as noted above.

DEFINITIONS: N/A

PROCEDURES:

Exemptions or Deviations

An architect, engineer, or contractor, who wishes to deviate from the UCF Design, Construction, and Renovation Standards, must notify the UCF Project Manager to request the proposed deviation.

The Project Manager will forward the Deviation Request Form to the Contractor.

The Contractor will fill in the required information with an explanation for the request and returns the form to the Project Manger, who will route the form to the Standards Committee.

The Standards Committee will review the deviation request and recommend and approve or disapprove.

The Standards Committee will forward the deviation form to the Facilities and Safety directors for review and their approval, disapproval, and recommendation.

All of the director's comments are sent, in a timely manner, to the Associate Vice President, Administration and Finance, (Facilities and Safety) for final approval.

The Associate Vice President, Administration and Finance, (Facilities and Safety) will inform the Project Manager of the final decision.

The Project Manager will inform the Contractor of the ruling.

Requests for Change Orders

All requests for change orders must be reviewed by the Standards Committee to ensure compliance with the UCF Standards.

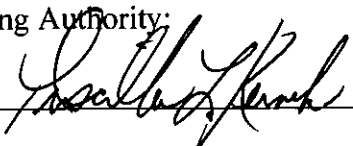
The Project Manager will forward the request for a change order to the Standards Committee for review and consideration. The request must state how the Standards will be affected.

If the Standards Committee determines that the request for the change order will directly affect the Standards, they will note the specific effect.

Once the Standards Committee makes a recommendation regarding the request for a change order, they will forward the change order request with their recommendation, to the Associate Vice President, Administration and Finance, (Facilities and Safety) for a final decision.

The Associate Vice President Administration and Finance, (Facilities and Safety) will notify the Standards Committee and the Project Manager of the final ruling. The Project Manager will notify the Contractor regarding the request for the change order.

All parties to this procedure must recognize that this procedure is **time sensitive** and must be accomplished expeditiously.

Approved By:	Date Approved: 2/2/12
Initiating Authority:  Priscilla L. Kernek Associate Vice President Administration and Finance, (Facilities and Safety)	Florida Board of Governors Regulations: BOG 14.020, University Supervision of Construction Program