

## **000000-2 INTRODUCTION**

### **Sections included in this Standard:**

#### **1.1 Introduction**

#### **1.2 Procedure for Variance or Revision of Standards**

### **1.1 INTRODUCTION**

The main campus of the University of Florida in Gainesville is considered to be a vital public facility, providing substantial educational, economic, and cultural benefits to the people of the State of Florida. The various University entities responsible for the operation, maintenance, renovation, construction, and general care of campus buildings, utilities, and grounds require construction that is complete, durable, easily maintained, safe, and compatible with existing and planned facilities.

To that end, these Design and Construction Standards have been established to express requirements common to all University of Florida facilities (*excluding IFAS extension facilities*), with the intention that they be used as a guide by Design Professionals in developing project-specific plans and specifications. The Design Professional's attention is also called to the UF "Design and Commissioning Services Guide," which governs work for all UF projects.

These Standards generally adhere to the format of the Construction Specifications Institute's (CSI) "MasterFormat" (2014 edition), but they are not intended to be or serve as a complete specification for any product, material, equipment, or system. Design Professionals are responsible for incorporating these Standards into plans & specifications or seeking a variance from the Standards prior to bidding and construction. "Incorporating these Standards" means neither copying & pasting nor referencing the Standards, particularly since the Standards are, in most cases, purposely general in nature. Also, compliance with these Standards in no way constitutes a waiver of liability of or by the Design Professional.

Since these Standards are subject to periodic updates and improvements, published standards are identified by the date of their revision. **The most recent changes to a standard are reflected by being highlighted in yellow. This applies for added and removed (Strike through) sections of the standards.** The particular version of the Standards a project must adhere to is a function of the project size. For Major projects, the Standards version that is in effect when the Advanced Schematic document set is published will be the Standards version the Major project must follow. For Minor projects, the Standards version that is in effect when the project is assigned an MP number will be the Standards version the Minor project must follow. Changes and updates to the Standards prior to these dates shall be accounted for and incorporated into all plans and specifications.

Requirements specific to facilities operated and maintained by the Health Science Center, Department of Housing & Residence Life, **UAA** and IFAS are prescribed in appendices to these Standards.

NOTE: If manufacturers are listed within a Standard, this is done to establish a minimum standard of quality or performance and should not be interpreted as excluding other manufacturers. Unless specifically stated otherwise, "or equal" is implied.

## **1.2 PROCEDURE FOR VARIANCE FROM or REVISION TO THE STANDARDS**

Project-specific requirements, site conditions, code requirements, or other circumstances may warrant a variance or deviation from the UF Design & Construction Standards. In such cases, a formal variance request (or permanent revision) should be developed, justified, and submitted by the UF Project Manager or the Design Professional via the UF Project Manager.

The University recognizes that its Design Professionals are usually more aware of industry standards and emerging trends, so feedback and suggestions for improving these Standards are welcomed using the following **general** process. **The steps outlined below are a general guideline for how the process flows.**

**The process for Project managers to submit a Variance / Revision request is part of the UF Planning Design and Construction (PDC) Project Management Guides (PMG) and is document PMG-I34. Contact PDC for the most up to date version.**

**The process for design professional to prepare a Variance / Revision request is outlined in A) below.**

- A) Proposed project-specific variances and permanent revisions shall be submitted using the form “UF Design & Construction Standards – Variance/Revision Request,” form with accompanying backup as needed to explain and/or justify the proposal. ~~The Email address for submitting this form is listed on the form.~~
- a. One request per form.
  - b. Complete ALL sections of the Variance form.
    - i. Date for “Response desired by:” field should be 10 days after request.
    - ii. Project: shall include project number and name.
  - c. Attach all supporting documents to that form.
    - i. If supporting documents are easier viewed separately, ensure PM knows to attach those document to the BIM 360 review for this request.
  - d. Save / print the form and attachments as one PDF document.
  - e. Submit pdf document to the UF Project Manager for processing.
- B) A Standards Review Committee including representatives from Facilities Services Division, Planning Design & Construction, the Department of Housing & Residence Education, and IFAS shall review, discuss, and take action on all proposed variances and revisions.
- C) The Committee shall take immediate action (approve or disapprove) on all project-specific variances and “urgent” proposed revisions, but shall collect and take action ~~annually~~ or bi-annually or quarterly on all other proposed revisions.
- D) For each variance or revision, approval by the Committee must be unanimous, in which case the variance/revision submitter shall be notified and – in the case of revisions – the Standard(s) shall be modified and republished.
- E) If the Committee unanimously disapproves the variance or revision, the submitter shall be notified.
- F) If the Committee is split (partial approval, partial disapproval), the variance or revision shall be reviewed by a Standards Appeal Board consisting of the Assistant Vice-Presidents for Facilities Services Division and Planning Design & Construction, plus representatives from the Department of Housing & Residence Education and IFAS.
- G) If the Standards Appeal Board is unable to reach a unanimous decision, the variance or revision shall be forwarded to and ultimately decided by the Vice-President for Business Affairs.