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VARIANCE REQUIREMENTS & FORM

1. GENERAL

- A. If the Design Professional deviates from the University of Georgia Design & Construction Standards (Standards) without written approval, the deviation will be considered an error and a claim may be processed against the Design Professional's professional liability insurance for reimbursement of the cost to meet the Standards. The amount of the claim may be reimbursed to the Owner through a unilateral change order.
- B. If the Contractor is responsible for design / building certain (or all) aspects of the project, and deviates from the Standards without a written approval, the Contractor's deviation will be considered an error and a claim may be processed against the Contractor's insurance. If the Contractor makes a change or substitution during the shop drawing and submittal process that is a deviation from the Standards, it is the burden of the Contractor, not the Design Professional, to seek a variance approval. The amount of the claim may be reimbursed to the Owner through a unilateral change order.
- C. The Project Variance Request Form must be submitted by the Design Professional and/or Contractor for any deviations from the Standards and approved in writing. Inclusion of a deviation from the Standards, whether in drawings or specifications during any phase of design reviews, including shop drawing and submittal reviews, is not considered a Design Variance approval. It is the Design Professional and/or Contractor's burden to point out deviations to the Project Manager and to specifically request written variance approval prior to incorporating in the Project. The University of Georgia is not responsible for identifying any deviations from the Standards.
- D. For work at UGA's Tifton and Griffin Campuses and all other UGA facilities outside of Clarke County, the Project Manager shall discuss at with the Design Professional and Contractors during the kickoff meetings that potential variances of the UGA Standards should be discussed for these locations.



Office of University Architects
for Facilities Planning
UNIVERSITY OF GEORGIA

PROJECT NAME:	DATE SUBMITTED:
DESIGN PROFESSIONAL:	PROJECT NUMBER:
CONTRACTOR:	NAME OF UGA PROJECT MANAGER:
REQUESTED BY:	REQUESTOR'S OFFICE/ORGANIZATION:

SUBMISSION:

☐ SD ☐ DD ☐ CD ☐ SUBMITTAL ☐ CHANGE REQUEST ☐ OTHER: _____

CURRENT DESIGN REQUIREMENT (REFERENCE THE APPLICABLE DESIGN AND CONSTRUCTION STANDARD):

BRIEF DESCRIPTION OF THE REQUESTED VARIANCE (INCLUDE THE PROPOSED ADDITION/DELETION/CHANGE TO DESIGN REQUIREMENT):

JUSTIFICATION:

REQUESTOR'S REPRESENTATIVE SIGNATURE: _____

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UNIVERSITY VARIANCE REQUEST ACTION: ☐ APPROVED ☐ DENIED

PROJECT MANAGER SIGNATURE: _____ AVP SIGNATURE: _____

DATE: _____ DATE: _____