

## The University of Chicago (FS)<sup>2</sup>

## Variance Request Form

The University of Chicago welcomes your comments and participation to keep the (FS)<sup>2</sup> current and helpful to all users. While the Facility Standards are performance based, there are some sections that are product or system specific. Any variance from the products or system will need approval via this form.

Open and save this form in Internet Explorer to your desktop, and paste it with any attachments into the generated email at this link: [fs2uchicago@gmail.com](mailto:fs2uchicago@gmail.com)

Date:

Name (Required):

Organization (Required):

Email Address (Required):

Submission: Variance Request

Select Standards Section:

Select Type of Issue:

☐ Interpretation

☐ Technical

☐ Updating

☐ Additional Information

Describe Issue or Variance Request:

**For Variance Requests Only:**

A Variance Request will require, in addition to the description of the request, a comparison of the proposed product or system to that in the Standards. The comparison should include technical data comparison, number of years utilized in the Chicago area, number of years manufacturer in business, etc.

### Variance Request Detail:

Please attach supporting documentation in the email with this form.

**For Project-Related Requests:**

If this form is submitted by a consultant to the Facilities Standards Team and is related to a specific project, then the form will be re-forwarded to the project manager to add comments. Please fill out additional information below for project-related requests.

Project Name:

Project Number:

Project Manager:

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**For University of Chicago Internal Use Only:**

University of Chicago  
Project Manager's  
Comments

University of Chicago  
Approval/Disapproval:

Name:

Date:

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**Contact us:**

For questions about the FS<sup>2</sup> content, send email to [rajones1@uchicago.edu](mailto:rajones1@uchicago.edu).

For questions about completing and submitting the Variance Request Form, send email to [jrcook@uchicago.edu](mailto:jrcook@uchicago.edu)

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