



# Construction Project Guide

## Subject: Variances

CPG #: 04

Last revised: Nov 26, 2024

Pertinence: All projects at UBC

Audience for this guide: UBC Project Managers (Project Services, Properties Trust, Construction Office), Consultants and Contractors.

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Re: Steps for applying for a Variance

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What is a Variance?

- A Variance is UBC's formal approval process for design and construction changes that are non-compliant with the Technical Guidelines.

Why is a Variance required?

- Variances act as the final approval for a project to proceed with any proposed non-compliant Technical Guideline changes on a project.
- Variances provide Facilities with a historical record of approved variances and are essential to understanding the rationale of non-compliance during future maintenance and/or projects.

When can a Variance be requested?

- Variances can be requested during any phase of a project.
  - Most variances should be identified during the design phase. Variances that are captured later during the project process typically result in more costly and restrictive alternatives.

Where do Variances apply?

- Variances apply to any changes that violate the requirements outlined in the Technical Guidelines.
- Variances do not apply to non-compliance of other UBC standards or design guidelines.

### *Project team considerations:*

Before formally applying for a variance the following items should be considered to ensure a successful application:

- Collaboration with the project stakeholders to evaluate if there are any alternative solutions that would not require a variance.
- If all options are exhausted and the project team agrees that a variance is absolutely required, present the variance informally to the appropriate UBC stakeholder who will be reviewing the variance. If uncertain of who this is, please contact Kayna Merchant ([Kayna.Merchant@ubc.ca](mailto:Kayna.Merchant@ubc.ca)) and the request will be forwarded to the appropriate stakeholder.
- Once informal agreement of the variance by the project team and UBC has been reached proceed with the formal application of the variance outlined in *Formal submission steps*.

Please remember that submitting a variance without considering the following steps outlined above will decrease the chances for approval. It is essential to get buy in from project and UBC stakeholders early on to ensure the success of the variance application.

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### Formal submission steps:

The following is required to formally submit a variance:

- 1) Obtain the Variance form:
  - Online: [https://www.technicalguidelines.ubc.ca/files/Variance\\_Evaluation.xls](https://www.technicalguidelines.ubc.ca/files/Variance_Evaluation.xls)
- 2) Filling out the form:
  - Replace the areas in red text with the appropriate information relevant to the variance request.
  - Do not attach any pictures/screenshots in the form, provide them as separate documents as part of the submission to UBC.
  - The form must be submitted in the native .XLS format. Do not submit the form in .PDF format.
  - The bottom section is reserved for UBC to complete.
- 3) Supporting Documentation:


Where applicable, supporting documentation shall be included in the variance submission. Good documentation is necessary to minimize questions and interpretation. Clarity will help to expedite approval of the variance. Supporting documentation may include the following:

  - a. Drawings of the affected areas with markups outlining the items related to the variance. PDF format is required.
  - b. Cutsheets of a variance product(s) with markups outlining the changes related to the variance. PDF format is required.
  - c. E-mail threads containing relevant information and discussions about the variance. Outlook MSG or PDF format is acceptable.
- 4) Submission:

Compile all documentation outlined in prior steps and send to the appropriate discipline contact:

Architecture: Kayna Marchant ([Kayna.Merchant@ubc.ca](mailto:Kayna.Merchant@ubc.ca))  
Mechanical: Andrew Porritt ([Andrew.Porritt@ubc.ca](mailto:Andrew.Porritt@ubc.ca))  
Electrical: Jeff Cheong ([Jeff.Cheong@ubc.ca](mailto:Jeff.Cheong@ubc.ca))

Appendix A:

<b>Variance Evaluation</b>		 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b>		
<b>Date</b>	DD/MM/YYYY	<b>Campus:</b>	<input checked="" type="checkbox"/> Vancouver <input type="checkbox"/> Okanagan <input type="checkbox"/> Other <input type="checkbox"/>	
<b>Requestor</b>	Example: Name, Company Name, Contact Information			
<b>Project Name</b>	Example: UBC 2nd Floor Office Renewal			
<b>Location</b>	Building, Floor, Room Number (Example: Life Sciences Centre, 4th floor, Room 401)			
<b>TG Reference</b>	Example: Section 10 00 10 Special Room Requirements 1.7.1			
<b>Description of Variance:</b>				
-Provide details of the deviation from the Technical Guidelines and the proposed alternative. -Multiple variances requests cannot be combined on a single form.				
Factor Description	Response			Comments
	Y	N	N/A	
Will the proposed variance have negative impact on User's requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the completion of the project on schedule affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the cost to comply with the Technical Guidelines at later date be significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there, and what is the additional cost of capital (interest) to deliver Technical Guidelines requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an additional energy or other utility cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be an additional cost of maintenance that the proposed variance would attract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the proposed variance provide for future flexibility and change in use of space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the reliability of the proposed variance same or better than the Technical Guideline requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>				
-Provide the rationale for the variance request. Explain why the requirements of the TGs cannot be met. -Reference Drawings, Cutsheets, E-mails that may have been included as part of supporting documentation. -Do not attach any pictures/screenshots in the form, provide them as separate documents as part of the submission to UBC and reference them in this form. -The form must be submitted in the native .XLS format. Do not submit the form in .PDF format.				
<b>The following sections shall be filled out by UBC</b>				
<b>UBC Comments:</b>				
Acceptance of this variance does not constitute as a blanket approval for other projects with similar or identical scenarios.				
<b>Proposed variance is accepted/rejected:</b>		<b>Accept</b> <input type="checkbox"/>	<b>Reject</b> <input type="checkbox"/>	
<b>Signature:</b>		<b>Date:</b>	DD/MM/YYYY	