LONG BEACH UNIFIED • SCHOOL • DISTRICT

Long Beach Unified School District
Facilities Development and Planning,
2425 Webster Avenue, Long Beach, California, 90810
Ph: 562-997-7550, Email: fds@lbschools.net
Visit: https://www.lbschoolbonds.net/facilities-design-standards

INSTRUCTIONS

FOR COMPLETING VARIANCE REQUEST FORM

When to submit a Variance Request: A variance request could be submitted to necessitate deviation from LBUSD Facilities Design Standards (FDS) due to technical constraints, unique site conditions, or alternative solutions that meet the intended outcomes of the standard.
When to submit an Inquiry Request: Inquiries can be project-specific or broader in scope. They are typically submitted when the project team encounters topics, products, or materials that are not covered by the FDS and seeks guidance or confirmation. These inquiries help determine whether certain practices or specifications can be included in future updates of the FDS.

1. At the top section of the form, indicate whether the submission is a request for variance or an inquiry by selecting the appropriate check boxes. If it is a variance request, confirm if it is a resubmittal related to a previous request. Additionally, provide the specific variance form number associated with this project, along with the date of this request. Refer to the example below for guidance on completing this section.

Variance Request: ✓	Resubmittal: Yes ☐	Project Variance Request #:	01
Inquiry Request: ☐	No ✓	Initiation Date:	07/01/2024

EXAMPLE

PROJECT INFORMATION:

Project Name:	Poly HS Transformation	Project Architect & Firm:	Albert Lam, LPA Architects
LBUSD Project #:	9205	Site #: 654	LBUSD Planning Project Manager: Gricelda Perez

VARIANCE INFORMATION:

Facilities Design Standards:	Volume #:	02	Specification #:	23 0900	Section #:	1.2.1	Page #: 30

2. **Project Information**: In this section, provide the LBUSD project name, site number, and the assigned project number. Additionally, include the name of the Project Architect and their firm, and the name of the LBUSD Project Manager.
3. **Variance Information**: As illustrated in the example above, provide the volume number, specification number or section number, including any sub-sections, along with page numbers to reference the FDS excerpt you are citing.
4. **Summary of Variance or Inquiry**: Provide a brief description of the variance or Inquiry by stating the section of the FDS for which you are requesting a variance. Include information about the product or item being provided in lieu of the FDS preference, and mention any specific locations or buildings if applicable.
5. **Reasoning Section**: List the reasons for this variance request, including any advantages or disadvantages, as well as any issues related to the usage of the products specified in the FDS.
6. **Attachments:** To support your request, provide appropriate documentation showing the locations where the items are being prescribed, along with sections or elevations. Include cost estimates and a specification comparison in a one-to-two-page brief summary. Refrain from attaching the entire proposed specification or product brochure. Provide only the information needed for product evaluation.
7. Indicate the current design phase during which this request is being submitted, along with the level of urgency for a response. If a response is needed before the typical 30 days for reviewing and processing a variance, provide a tentative date by which you require this response. Note that providing a date does not guarantee that the response will be provided by the requested time.
8. Provide the dollar value of the budget impacted by this variance, indicating any cost savings or additional costs to the budget.
9. Specify impact on the project schedule or procurement process.

Long Beach Unified School District
Facilities Development and Planning,
2425 Webster Avenue, Long Beach, California, 90810
Ph: 562-997-7550, Email: fds@lbschools.net
Visit: https://www.lbschoolbonds.net/facilities-design-standards

REQUEST FOR VARIANCE

FACILITIES DESIGN STANDARDS

Variance Request: ☐	Resubmittal Yes: ☐	Project Variance Request #:
Inquiry Request: ☐	No: ☐	Initiation Date:

PROJECT INFORMATION

Project Name:	Project Architect & Firm:
LBUSD Project#: Site #:	LBUSD Planning Project Manager:

VARIANCE INFORMATION

Facilities Design Standards	Volume #:	Specification #:	Section #:	Page #:
Summary of Variance or Inquiry Request				
Reasoning				

Please Note: Typical FDS Committee response time for reviewing and processing a variance may take up to 30 days.

Design Phase:	Response Requested by Date:
Impact to Budget	Impact to Schedule in Days:

Please Note: Design Team must provide and attach appropriate back up documents related to the Request for Variance topic. Refer to FDS Volume 1, Part 5 Product, System, and Material Analysis.

VARIANCE RESPONSE

FDS Representative Comment:			☐ Approved ☐ Denied
FDS Representative Signature:		Response Issued on:	☐ Revise & resubmit