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| Description: USY_MB1_RGB_Standard_Logo.tif |  | **Campus Infrastructure & Services** |

**CIS STANDARD - REQUEST FOR DISPENSATION FORM (CIS-ENG-F001)**

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| Project Name | As per CIS Naming Convention: Building Code / Building Name / Level / Rm / Brief Description | | |
| Project Code | Responsibility Centre (RC) / Project Code / Sub-Project Code | | |
| **Project Manager** | Insert PM name, position and company details | | |
| **Project Manager Contact Details** | Insert email address | Insert Mobile Phone Number | Insert Business Phone Number |
| Key Client Stakeholder | Insert Client name, position and faculty/business unit details | | |
| Key Client Stakeholder Contact Details | Insert email address | Insert Mobile Phone Number | Insert Business Phone Number |
| Other Client Stakeholders | Insert other Client Stakeholders, if applicable. Otherwise remove this field. | | |
| **Project Description** | Include brief description/ scope of work – inclusions & exclusions | | |
| **Project Location - Building Code / Level / Room Numbers** | Insert Building Code/ Level/ Rooms numbers. | | |
| Request Initiator | Insert name, position and company details of request initiator | | |
| **Request Initiator Contact Details** | Insert email address | Insert Mobile Phone Number | Insert Business Phone Number |
| Request Initiation Date | Insert date | | |
| Project Phase | Indicate only one of the following phases: Design Development; Tender; Construction | | |
| CIS Standard Details | Insert CIS Standard name, version number, and issue date | | |
| CIS Standard Owner | Insert name of CIS Standard owner | | |

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| **Dispensations Requested** | | | | | | | | |
| Standard Clause Number | **Reason for Dispensation**  For each dispensation requested, provide a response to each of the following items, including all supporting documentation. | | | | | | **Approved**  **(Y/N)** | **Signature of CIS Standard Owner & Date** |
| Include clause reference number from standard | 1. Why can compliance not be achieved? | | | | | | Comments: | Name:  Name:  Signature:  Date: |
| 1. Detailed description of proposed alternative. | | | | | |
| 1. Advantages and disadvantages of the alternative proposal assessed against the compliance with CIS Standard | | | | | |
| 1. Impact on project program | | | | | |
| 1. Impact on asset quality | | | | | |
| 1. Impact on maintenance | | | | | |
| 1. Impact on operational management | | | | | |
| 1. Impact on life cycle | | | | | |
|  | | |  | |  | | | |
| Insert PM Name**, Project Manager** | | |  | | Insert Managers Name, **Group Manager**  (ie, Capital Works Manager/Project Director/Facilities Service Manager) | | | |
| Dated: | | |  | | Dated: | | | |