In order for the Design Guidelines and Standards Manual to remain a viable document, it is imperative that it be maintained to reflect current construction products and University requirements. The University encourages Associates to offer suggestions that will help maintain and improve the quality of this manual. The University Standards Task Force will review suggestions on a quarterly basis and issue revisions every six months, if necessary. Revised documents will be issued to all holders of the Design Guidelines and Standards Manual. Please submit only one item per page. Attach additional pages if necessary.

Associates requesting changes to the Design Guidelines and Standards Manual shall complete this form and submit it to:

Mr. Peter J. Luken  
Standards Liaison  
Division of the University Architect  
Construction Management  
University of Cincinnati  
PO Box 210181  
Cincinnati, Ohio 45221-0181

CHANGE FORM  
DESIGN GUIDELINES AND STANDARDS MANUAL

ITEM: ____________________________________________________________

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PROPOSED CHANGE: ____________________________________________

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REASON FOR CHANGE: __________________________________________

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SUBMITTED BY:

NAME AND COMPANY ______________________________________________

ADDRESS: _______________________________________________________

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DATE ___________________________________________________________