



AMERICAN UNIVERSITY
W A S H I N G T O N . D C

STANDARDS MANUAL REQUEST FORM

Date

New Item Description

New Manufacturer **Manufacturer Web Address**

Old Item Description

Old Manufacturer

Action Requested

- Add item to University Standards
- Delete from University Standards
- Other (correction or reason below) eg. substitution

CSI Number **Current text and divisions**

Reason For Change

Old Standard (item discontinued)
 Technology improvement
 Replace Existing
 Other (Describe)

Justification for Recommendation

Code Reference

Financial Impact

Other Impact

Recommended By (name and email)

Process Directions

Complete Items in Gray.

Include relevant standards change text or information above or as an attachment for distribution to the AU Design Standards Committee. Send completed information to the Meeting Chair for distribution and discussion at the next Committee meeting. Refer to Committee Members list at www.american.edu/standards.



AMERICAN UNIVERSITY
W A S H I N G T O N . D C

STANDARDS MANUAL REQUEST FORM

Action Taken	Email or Meeting	Action Date
Committee Review	<input type="text"/>	Date <input type="text"/>
Committee Action Taken	<input type="text"/>	Date <input type="text"/>
Standards Document Update Taken	<input type="text"/>	Date <input type="text"/>
File Archive Location	<input type="text"/>	