



The screenshot displays the Virginia Tech ReADY portal interface. At the top, there is a navigation bar with links for Home, Process, Setup, User Profile, Notifications, About, and Logout. Below the navigation bar, a message states: "A tutorial video can be found [here](#) | Departments please continue to submit customer funded requests through HokieMart | Leased properties please continue to use landlord portals, if available". A search bar labeled "Search Request Types" is positioned above the main content area. The content is organized into three sections: "Administrative Requests" featuring "Maintenance Reserve Request" and "Design Waiver"; "University Building Official Requests" featuring "Inspection Requests", "Applications", and "Construction Trailer Permits"; and "Corrective Maintenance Requests" featuring four icons representing various maintenance issues like fire, electrical, and plumbing.

## Design Waiver Request in ReADY

This process mimics the information required on the design waiver forms, but this will be so much easier and faster for you. It's a real improvement over using a form.

The image shows two overlapping screenshots from the Virginia Tech ReADY system. The left screenshot is the 'Design Waiver Request' form, and the right screenshot is the 'User Profile' page. Arrows indicate that information from the User Profile is populated into the Design Waiver Request form.

**Design Waiver Request Form:**

- Project Manager Name:
- Project Manager Email:
- Project Manager Phone:
- Project Type:
  - Capital
  - Renovation (Non-Capital)
  - Electro-Mechanical Operations
  - Building Trades
  - DSA
- Value Engineering?:
  - Yes
  - No
- Buttons:

**User Profile Page:**

- Header: User Profile
- Message: Departments please continue to submit custom properties please continue to use landlord port...
- Search Request Types:
- Administrative Requests:
  - Enhance Reserve Request
  - Design Waiver
- Email Table:
 

Email Address	Verified	Primary	Remove
No data available in table			
- Phone Table:
 

Phone Number	Phone Format	Type	Carrier	Remove
No data available in table				

Design Waiver Request in ReADY

Your information and the project type and project name are needed on the first page.

Your name and email will populate automatically on the form. Your phone number will be added automatically if it is in your User Profile.

To add your phone number, go to the User Profile tab in the header and click to see your information. Add your phone number where indicated.

Project Manager Name  
[Redacted]

Project Manager Email  
[Redacted]@vt.edu

Project Manager Phone  
540-231-[Redacted]

Project Type

Capital

Renovation (Non-Capital)

Electro-Mechanical Operations

Building Trades

DSA

Value Engineering?

Yes

No

Cancel Next >

Project Type

Capital

Renovation (Non-Capital)

Electro-Mechanical Operations

Building Trades

DSA

Select the project number

Capital Project

[Pull-down menu]

Value Engineering?

Yes

No

Cancel Next >

Project Type

[Pull-down menu]

(CP-2246) DIETRICK FIRST FLOOR & PLAZA RENOVATION PROJECT

(CP-2378) DATA & DECISION SCIENCES (D&DS)

(CP-2452) GLOBAL BUSINESS & ANALYTICS COMPLEX RESIDENCE HALLS

(CP-2582) NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

(CP-2615) INNOVATION CAMPUS ACADEMIC BUILDING

(CP-3099) ADDRESS LIFE-HEALTH-SAFETY-ACCESSIBILITY-CODE COMPLIANCE

Value Engineering?

Yes

No

Design Waiver Request in ReADY

Select the project type and a pull-down menu for that project type will appear. Projects are listed in numerical order.

Select your project from the list.

Project Manager Name  
[Redacted]

Project Manager Email  
[Redacted]@vt.edu

Project Manager Phone  
540-231-[Redacted]

Project Type  
 Capital  
 Renovation (Non-Capital)  
 Electro-Mechanical Operations  
 Building Trades  
 DSA

Select the project number  
 Capital Project  
 (CP-2582) NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

Value Engineering?  
 Yes  
 No

Cancel Next >

Home Process Setup

### Design Waiver Request Information and Supporting Documentation

Project Information  
 CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

Project Name  
 NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

Project Location  
 [Empty field]

DCSM Version  
 [Empty dropdown]

DCSM Section Number, Section Header, and Text of the Standard to be Waived:  
 [Empty text area]

Discipline  
 [Empty dropdown]

Description and Justification for the Waiver:  
 [Empty text area]

Design Waiver Request in ReADY

If the waiver derives from a Value Engineering decision, click “Yes” for the VE question, then proceed to the next page.

The project name and number will display automatically on the second page.

Type in the project location. When submitting multiple design waiver requests for the same project location, your browser may save the address and autofill the location for you.

Next, you will need to identify the version of the Design and Construction Standards Manual that applies to the project.

Project Information

CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

Project Name

NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

Project Location

280 Stanger St., Blacksburg, VA 24060

DCSM Version

2022 Design Construction Services Manual

2021 Design Construction Services Manual

2020 Design Construction Services Manual

2016 Draft Design Standards

2006 Design Standards

Description and Justification for the Waiver:

DCSM Version

2020 Design Construction Services Manual

DCSM Section Number, Section Header, and Text of the Standard to be Waived:

Discipline

Description and Justification for the Waiver:

DCSM Section Number, Section Header, and Text of the Standard to be Waived:

VT DCS Dated May 2020 6.6.5.1.6 Domestic Water Piping  
PEX piping is not approved for use in university buildings.

Discipline

Design Waiver Request in ReADY

Select the applicable Design and Construction Services Manual from the pull-down menu.

For the standard to be waived, provide the section number, section header, and standard from the DCSM.

Next, identify the related discipline for the waiver.

Design Waiver Request in ReADY

Use the pull-down menu to select the discipline.

Provide the description and justification for the waiver.

Attach the supporting documents. Drag-and-drop or browse and upload the files you want to attach. Supporting documents are required for every waiver request.

Drop files to attach, or Browse

2021.08.11 VTDCS 6.6.5.1.6 Domestic Water Piping Backup.pdf

Description of Supporting Documents attached above:

Please see attached approved VE log and cover letter

Impacts on Project:

Budget

Schedule

Quality/Design Elements

Description of Benefit/Impacts:

Cancel Previous Review

Design Waiver Request in ReADY

Icons will appear when your documents are attached to the request. Provide a brief description of the documents.

Select how this design change impacts the project. You can select a single impact or a combination of impacts. Describe the benefits or impacts to the project and proceed to the review page.

The screenshot displays the Virginia Tech Design Waiver Request system interface. It is divided into three main sections:

- Design Waiver Request Form:** Located at the top left, it contains fields for:
  - Design Waiver approved prior to ReAdY implementation? (Yes)
  - Project Manager Name (Redacted)
  - Project Manager Email (Redacted)
  - Project Manager Phone (440-231-Redacted)
  - Project Type (Capital)
  - Select the project number (Capital Project: CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT))
  - Value Engineering? (Yes)
- Design Waiver Request Information and Supporting Documentation:** A summary view on the right containing:
  - Project Information: CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)
  - Project Name: NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)
  - Project Location: 280 Stanger St., Blacksburg, VA 24060
  - DCSM Version: 2020 Design Construction Services Manual
  - DCSM Section Number, Section-Header, and Text of the Standard: VT DCS Dated May 2020 6.6.5.1.6 Domestic Water Piping PEK piping is not approved for use in university buildings.
  - Discipline: Plumbing
  - Description and Justification for the Waiver: AIM Issue #1196, Value Management Log Item #58 Upstream (PEK) piping for all domestic water plumbing piping was approved by Senior Management to get this project through the GMP process.
  - Attach Supporting Documents: A section with a "Drop files to attach, or browse" prompt and two document icons.
  - Description of Supporting Documents attached above: Please see attached approved VE log and cover letter
  - Impacts on Project: Budget, Schedule
  - Description of Benefits/Impacts:
  - Navigation buttons: Cancel, Previous, and Submit (circled in green).
- All Requests List:** A sidebar on the bottom left showing a list of requests under the "Process" tab. The selected request is "Design Waiver - CAPITAL - CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)".

At the bottom center of the screenshot, the text "Design Waiver Request in ReAdY" is displayed.

The review provides the summary of all the information you have entered for the waiver.

This summary can be accessed after the request is submitted by clicking first on the Process tab in the header and then on the request in one of your request lists.

Review the summary of your text and the attachments. Go back to the previous page if changes are needed.

If it is closed complete, click submit and your request will proceed through the approval routing for the specific project type.



Users please continue to submit customer funded requests through [HokieMart](#) | Leased properties  
Users please continue to use landlord portals, if available

Search Request Types

### Administrative Requests

Maintenance Reserve Request      Design Waiver

Process    Setup

User Profile    Notifications

#### Notifications

Start typing to search    Remove All

A status update was made in AIM regarding 24336: Design Waiver - CAPITAL - CP-2582 - NEW UPPER QUAD RESIDENCE HALL (FEMOYER REPLACEMENT)

USER4REQUEST  
Capital request 2463 was set to APPROVED  
06/17/2022 03:17 PM    Unwatch

#### Notifications

I would like to receive email notifications for the following events:

- Task Assignment
- Workflow Activity
- AIM Status Updates
- Comments

Edit

Design Waiver Request in ReADY

By default, you will receive email notifications for all events on your request.

If you want to deselect some notifications, go to the very bottom of the User Profile area to make the changes.

Alerts for notifications will show on the Notifications icon in the header in ReADY.