

**SUBSTITUTION REQUEST FORM**

To: \_\_\_\_\_ Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Section	Page	Paragraph	Specified Item

The undersigned requests consideration of the following substitution:  
 Attached data shall include, in a tabular format to provide a line by line comparison of documentation required by the Contract Documents, including, but not limited to, product description, specifications, drawings, photographs, performance and laboratory tests and the like with applicable portions of said data clearly identified.

FURTHER, The Proposed Substitution WILL (OR WILL NOT) Affect:

- Dimensions indicated on the drawings? \_\_\_\_\_
- Wiring, piping, ductwork, or other building services indicated on the drawings? \_\_\_\_\_
- Other trades and abutting or interconnection work? \_\_\_\_\_
- Manufacturer's guarantees and warranties? \_\_\_\_\_
- The construction schedule? \_\_\_\_\_
- Maintenance and service parts locally available? \_\_\_\_\_

**(NOTE - If Substitution WILL affect any item above, explain in detail.)**

In addition to the above, the undersigned agrees to pay for -

1. Any and all changes to the building design, including structural, civil or electro/mechanical systems engineering (if any), detailing; and
2. Any and all additional construction costs caused by the requested substitution.

The undersigned further states that the function, appearance and quality of the Proposed Substitution are equivalent or superior to the Specified Item.

SUBMITTED:		DESIGN PROFESSIONAL'S COMMENTS	
By:		Accepted	Accepted as Noted
Firm:		Not Accepted	Received Too Late
Address:			
			By:
Date:			Date:
Telephone/Fax:			Remarks:
Approved For Subcontractor Submittal:			
By:	Contractor:	Date:	

NORTHWESTERN UNIVERSITY  
PROJECT NAME \_\_\_\_\_  
JOB # \_\_\_\_\_

FOR: \_\_\_\_\_  
ISSUED: 02/01/2021

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