

CHANGE ORDER CHECKLIST

CONTRACT NO. _____ Date _____
PROJECT NAME _____
CONTRACTOR _____
CONTRACT AMOUNT _____
CHANGE ORDER NO. _____
INCREASE AMOUNT _____
CREDIT AMOUNT _____
NET INCREASE/DECREASE _____

ORIGINAL CONTRACT SPECIFICATION (DESCRIPTION) :

DESCRIPTION OF CHANGE :

REASON FOR CHANGE ORDER :

Unforeseen Field Conditions

Regulatory Agency Requirement

Explain :

Specify Agency :

Change in Specifications

- due to
- a) omission
 - b) ambiguity
 - c) design error
 - d) substitution of materials or methods

Explain :

I certify that this changed work was neither specified nor reasonably implied as a requirement of the above-referenced contract and that the changed work is necessary to complete the project within the scope originally contemplated.

Chief Engineer or Project Manager

Director or Commissioner