

Facility Utilization

Construction Change Orders

It is the responsibility of all concerned with the planning of school construction to examine prints and specifications with care prior to final approval by the Board to insure that the building will meet educational objectives when completed. It is expected that changes in plans after a building is written will be kept at a minimum.

The building contract assumes that construction will proceed as specified, that execution of prints as drawn is possible, and that all building codes, rules and regulations are satisfied when the blueprint is properly executed. Because of the complexity of a modern building, it is recognized that there are occasions when it is either advantageous or necessary to permit deviations from the original prints or specifications or to change the original print or specification. When such is the case, changes can be accomplished only by the procedure outlined in this policy statement.

A written "change order" properly signed by the architect, the contractor and the owner authorizes a change in plan, becomes an addendum to the contract, and must specify the amount of money by which the contract is changed. Only deviations covered by change orders are allowable.

Change orders may originate from one of three sources and are processed accordingly.

If the owner wishes to make a change, he originates a request in writing on the "request for change order" form which is processed by the architect or his representative. Processing includes

- a. determining the cost of the change in consultation with the contractor
- b. making a recommendation as to its feasibility.

If, after much processing, the owner wishes to proceed with the change, it can be accomplished by a properly signed "change order."

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If the contractor wishes to request a change, he does so by filing the "request for change order" form with the owner. At his discretion, the owner may then have the request processed as described above.

Necessary on the site changes agreed to orally by the three concerned parties must be covered by recording and approval on the appropriate forms to become just claims for payment.

If the architect wishes to make a change, he does so by preparing a "change order" form and submitting it to the owner for approval.

For purposes of approving change orders, the Director of Facilities and Operations is designated as the representative of the owner.

Whenever possible, the specifications and contract should be so written as to indicate the "unit" prices involved in the construction and it is expected that such established unit costs will form the basis for costs of necessary changes.

A copy of this policy is to be made a part of each construction contract.

Legal Reference: 120.12(1), 120.12(5), 120.13(1)

Policy adopted: February 14, 1977

Policy edited: October 2, 2000

Administrative Regulation: December 14, 2009