

**PRELIMINARY CHANGE ORDER****Page 1 of 1**

Project Title			Project No.	Change Order No. [Start with 001]	File No. [Doc control file#]	Page <b>1 of 1</b>
Work Order Number	Contract Number	Bid Item No. (if applicable)	Subject <b>[Be specific – this may be used as a searching tool. Use same subject in UPRS and CO log]</b>			
Contractor			Plan Reference <b>[List all plan sheets and/or details that are affected by the change]</b>			
<input type="checkbox"/> Changed/Unforeseen Conditions <input type="checkbox"/> Errors and Omissions <input type="checkbox"/> Change in Scope		Schedule Activity (if applicable)	Specification Reference <b>[List all relevant specification sections that are affected by the change]</b>			

**1. Reason for Change:****INSTRUCTIONS**

**[NTS: Include a clear, concise description of why the change is necessary. This may include references to constructability issues, missing or conflicting information in the contract documents, or discovery of unforeseen debris that must be removed. If the change is elective, it should be clear who made the request.]**

**2. Description of Change:**

**[NTS: The scope of the change should be clearly defined, including references to changed design details and/or specifications. The description should include measurements, if applicable, such as length and size of added conduit, area of added pavement, or weight of debris removed. All components of the change should also be referenced, including necessary rework and cost of labor, materials, and equipment necessary to complete the change.]**

This is not an authorization to proceed with the proposed change. Do not perform any work that may conflict with the proposed change without further authorization by the City.

SUBMITTED BY: \_\_\_\_\_  
CONSTRUCTION MANAGER

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
SENIOR CONSTRUCTION MANAGER

DATE: \_\_\_\_\_