

EMERGENCY CHANGE ORDER**Page 1 of 1**

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

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.]

3. Change in Contract Amount:

Total amount of this Change Order shall not exceed **[\$XX.00.]**

Contractor shall keep track of the costs and obtain approval from the Engineer before proceeding with any work that will exceed this amount. Final compensation will be based upon documented daily labor, material, and equipment costs to complete the scope of work defined above if Change Order is performed on a Time & Material Basis, or on a lump sum basis if negotiated full and final, and will be included in the final Change Order.

4. Change in Contract Duration:

Schedule adjustment will be based upon documented impact to the project schedule, and will be included in the final Change Order.

SUBMITTED BY: _____ DATE: _____
CONSTRUCTION MANAGER

RECEIVED BY: _____ DATE: _____
BUREAU OF CONTRACT ADMINISTRATION INSPECTOR

APPROVED BY: _____ DATE: _____
CONTRACTOR

APPROVED BY: _____ DATE: _____
[SENIOR OR PRINCIPAL ENGINEER]

[NTS: At the discretion of the Program Manager, additional signature lines may be added for a Project Manager, Senior Construction Manager, and/or a Client Representative.]