



Change Order No.	Subject
Contract No.	Project Title
Date	Project Manager

Description of Proposed Change

Construction Change Information

Reason for Change					
Unforeseen Condition	Scope Change	Design Error	Design Omission	Code Requirement	Value Engineering

Originating Change					
Contractor	A/E Consultant	Project Manager	Region	Regulatory Authority	Other

Requesting Change					
Contractor	A/E Consultant	Project Manager	Region	Regulatory Authority	Other

Change to Contract Sum					
Increase	Decrease	Unchanged	Contingency Amount	Contingency Balance	% Contingency Remaining

Justification for Change

Lesson Learned

Note: Project Manager to attach completed form to Change Order and distribute for approvals