



Change Order Checklist

Cont. #: _____ Cont. Title: _____	If yes, State Construction Office Approval Required.	
C.O. #: _____ C.O. Title: _____		
I. Executed by the State Construction Office		
1. Cost or credit equal to or exceeding \$500,000. *1, *3	Yes	No
2. Change in the contract documents beyond the scope, intent or termini of the original contract. *2	Yes	No
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS, Includes changes to goals or commitment)	Yes	No
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order. *1	Yes	No
II. Executed at the Region (Per Delegation)		
5. Determination of impacts and/or overhead.	Yes	No
6. Change to Contract Provisions or Standard Plans.	Yes	No
7. Material or product substitution. (Excludes materials associated with Std. Specification Sections 6-07, 8-01, 8-12, 8-18 & 8-20)	Yes	No
8. Structural design change in the roadway section. (Requires concurrence from designer)	Yes	No
9. Determination of changes condition. (Section 1-04.7 of the Standard Specifications)	Yes	No
10. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)	Yes	No
11. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". (Section 1-07.13 of the Standard Specification)	Yes	No
12. Changes to structures considered the practice of engineering per Construction Manual SS 1-04.4.	Yes	No

Approvals obtained:

Project Engineer: _____ Date: _____

Region: _____ Date: _____

State Construction Office: _____ Date: _____

Other (Local Agency, FHWA, Surety, etc.): _____ Date: _____

To be completed by the Project Engineer:

CO Reason(s) (See "2008 Codes & Definitions" on State Construction Office web page): _____

Change Order Prepared By: _____ Date: _____

Is this project under full FHWA stewardship oversight (Project Of Division Interest)? *1 Yes No

To be completed by the Region :

Is the change eligible for Federal participation where applicable? Yes No

Change Order Reviewed By: _____ Date: _____

*1 Change (Cost or Credit) greater than \$200,000 or greater than 30 days on Projects Of Division Interest (PODI) requires FHWA approval. (see Construction Manual - Chapter 1-00.10, Chapter SS1-04.4, and State Construction Office web page)

*2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

*3 Engineering error changes over \$500,000 requires reporting (See reporting instructions & template on State Construction Office web page)

This form represents the **minimum** information required by the State Construction Office. If you wish to supplement this information, you may do so on a separate sheet of paper.