

Change Order Procedure Example

This sample outlines a typical procedure for processing change orders in building construction projects.

1. Initiation of Change Request

1. A change request is submitted by the project owner, architect, contractor, or other authorized party.
2. The change request must include a description of the proposed modification, justification, and any supporting documents.

2. Evaluation of Change Request

1. The project manager reviews the change request for clarity and validity.
2. The cost estimator analyzes the financial impact; the scheduler assesses the timeline impact.
3. Potential risks or conflicts arising from the change are identified.

3. Preparation of Change Order

1. The contractor completes a formal change order document, which typically includes:
 - Reference to the original contract
 - Detailed description of the change
 - Revised drawings or specifications, if applicable
 - Cost and time impact analysis

4. Review and Approval

1. The change order is submitted to the architect/consultant and owner for review.
2. Questions and clarifications are addressed as necessary.
3. All required parties must provide written approval before implementation.

5. Documentation and Implementation

1. The approved change order is distributed to all relevant parties (contractor, project manager, site supervisor, etc.).
2. Original contract documents and schedules are updated to reflect the change.
3. The contractor proceeds with the changed work as specified.

Sample Change Order Log

No.	Date	Description	Status
001	2024-04-10	Relocate electrical panel in main hall	Approved
002	2024-05-05	Add window in conference room	Under Review
003	2024-06-01	Upgrade HVAC units	Pending

Notes

- All changes must be tracked and properly documented for project records.
- Urgent changes may require expedited review, but must still follow established approval protocols.