

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS
CONSTRUCTION CHANGE ORDERS**

PURPOSE:

To document for approval and payment the additions and/or deletions of work to original construction contract for a project. Changes to the original contract may be: (1) in the length of construction time for the completion of a project, (2) in the construction cost of the project, or (3) both 1 and 2. A Change Order (CO) converts approved Construction Change Authorizations into a request for payment.

PROCEDURES:

- 1.0 Contractor prepares four (4) copies of **Change Order –(+coform.pdf)** with the corresponding **Construction Change Authorizations (CCAs) – (+ccaform.pdf)** and submits to the Architect. (Need 8 copies if PSCA funded) All COs require Architect, Contractor and Bonding Company 'wet' signatures.
- 2.0 Architect reviews the Change Order and CCAs and submits to Facilities Financial Management for payment.
- 3.0 Financial Management's Financial Officer should:
 - 3.1 Date stamp the CO and transmittal;
 - 3.2 Verify CO is submitted in sequence (return to architect if not);
 - 3.3 Check for Power of Attorney and raised seal notarization for Power of Attorney on all copies;
 - 3.4 Check for Surety Bond and raised seal notarization on all copies;
 - 3.5 Check for proper backup (all approved CCAs and their backup);
 - 3.6 Add CO to Facilities Database – Fill in date received, date routed to Project Manager, CO amount, CCAs included in CO (verify CCAs approved), check CO and total CCA amounts;
 - 3.7 Send CO to appropriate Department for review.
 - 3.8 Include as many CCAs into one Change Order as practical.
- 4.0 Department Assistant completes a **CO Transmittal Form – (+dctrnco.pdf)** and attaches to CO and gives to Field Project Manager for review.
- 5.0 The Field Project Manager should:

- 5.1 Review and verify that CO agrees with the approved change in costs and scope;
 - 5.2 Verify that CO is properly completed by Architect; CO description is in agreement with attached CCAs;
 - 5.3 Verify that CCA backup is complete and proper per contract;
 - 5.4 Verify that CO amounts agree with amounts in Facilities Database;
 - 5.5 Give CO to Department's Office Assistant to route to Project Manager for review.
- 6.0 The Project Manager should:
- 6.1 Review and verify that CO is properly completed by Architect; CO description is in agreement with attached CCAs;
 - 6.2 Verify that CCA backup is complete and proper per contract;
 - 6.3 Verify that CO amounts agree with amounts in Facilities Database;
 - 6.4 Sign and date Transmittal Form;
 - 6.5 Give CO to Department's Office Assistant to route to Department Director.
- 7.0 Department Director reviews, signs and dates Transmittal Form and returns to Department's Office Assistant for routing to Associate Vice President for Facilities.
- 8.0 AVP for Facilities reviews, signs and dates Transmittal and routes CO to Legal.
- 9.0 Legal office reviews and signs the CO and routes CO to Associate Vice President for Financial Affairs.
- 10.0 AVP for Financial Affairs reviews and signs the CO, and returns it to the Department.
- 11.0 Department Office Assistant distributes the signed copies to:
- Central File
 - Architect
 - Contractor
 - Ledger 8 Accountant (If PSCA project, the Ledger 8 Accountant will be sent 5 copies and will, in turn, send the appropriate number to PSCA for approval.)

(END OF PROCEDURE)