

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		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
2. Change in the contract documents beyond the scope, intent or termini of the original contract. *2		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS, Includes changes to goal or commitment)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order. *1		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
II. Executed at the Region (Per Delegation)			
5. Determination of impacts and/or overhead.		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
6. Change to Contract Provisions or Standard Plans.		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
7. Material or product substitution. (Excludes materials associated with Std. Specification Sections 6-07, 8-01, 8-02, 8-12, 8-18 & 8-20)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
8. Structural design change in the roadway section. (Requires concurrence from designer)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
9. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
10. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
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)		<input type="checkbox"/> Yes <input type="checkbox"/> No	X
12. Structural change to structures.		<input type="checkbox"/> Yes <input type="checkbox"/> No	X

Approvals obtained:

Project Engineer:

Region:

State Construction Office:

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

Date:

Date:

Date:

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.