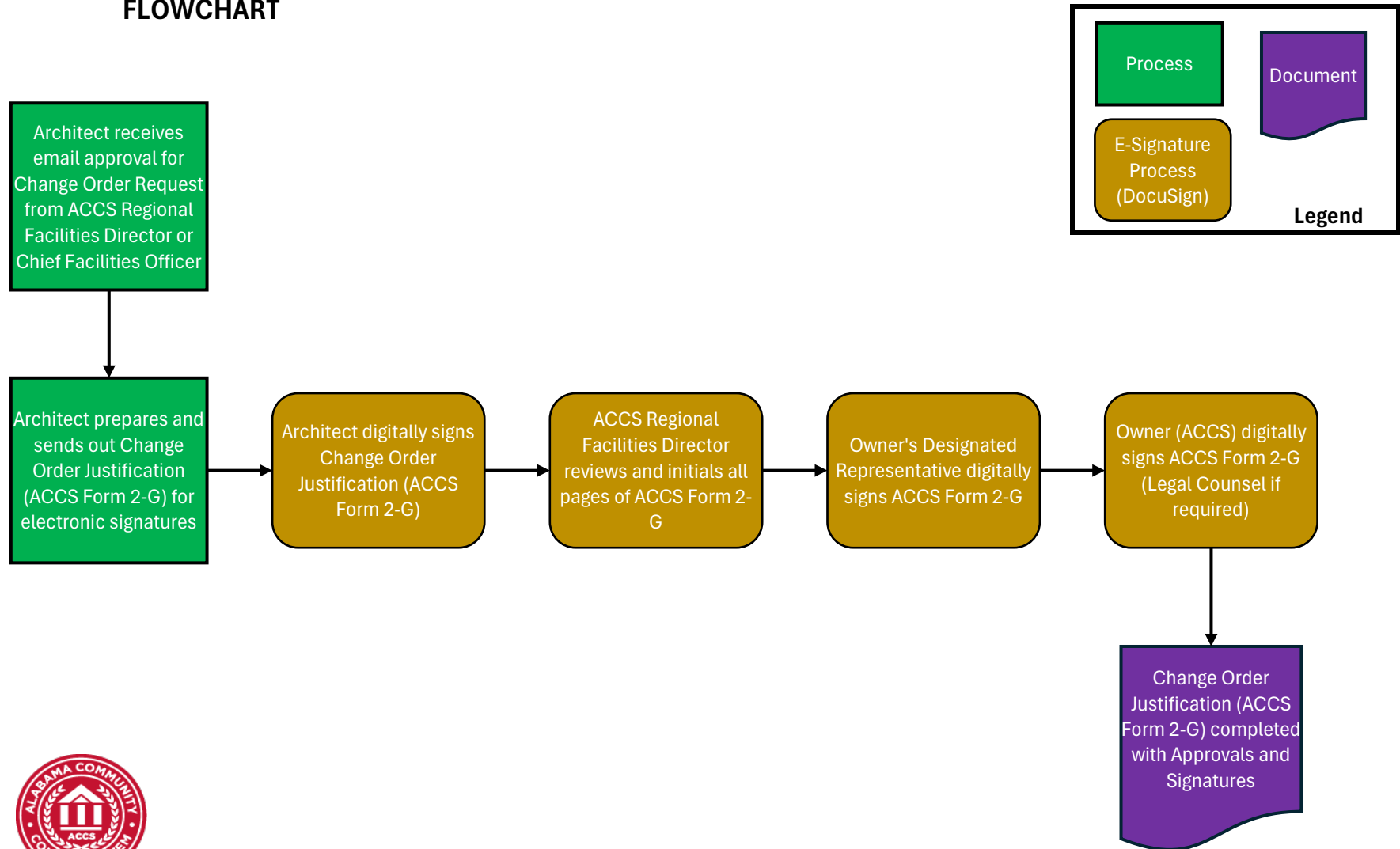


CHANGE ORDER JUSTIFICATION FLOWCHART

* Process for approving of all allowances/contingency/funding sources *



ANY CHANGE ORDERS NOT APPROVED BY ACCS PRIOR TO THE WORK, WILL BE AT THE EXPENSE OF THE ARCHITECT AND/OR THE CONTRACTOR

G

CHANGER ORDER RECOMMENDED

1

CHANGE ORDER JUSTIFIED AND APPROVED

ARCHITECTURAL/ENGINEERING FIRM NAME

BY: ARCHITECT/ENGINEER'S SIGNATURE

BY: OWNER'S DESIGNATED REPRESENTATIVE SIGNATURE

BY: ACCS CHIEF FACILITIES OFFICER

BY: OWNER'S LEGAL COUNSEL'S SIGNATURE
(FOR CHANGE ORDERS 10% OR GREATER)

CHANGE ORDER JUSTIFICATION: PURPOSE and INSTRUCTIONS

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Review/Initial of Regional Facilities Director

VER: 06062024



FACILITIES DIVISION

ACCS FORM 2-G

***NOTE: Any Change Order without documented ACCS Facilities Division approval is the expense of the Architect and/or the Contractor.**

CHANGE ORDER JUSTIFICATION

**Purpose and instructions on next page. Do not staple this form and/or attachments; use clips*

CHANGE ORDER #		ACCS PROJECT #		DATE	
A PROJECT NAME & LOCATION:		OWNER ENTITY NAME & ADDRESS:			
CONTRACTOR COMPANY NAME & ADDRESS:		ARCHITECTURAL/ENGINEERING FIRM NAME & ADDRESS:			
B DESCRIPTION OF PROPOSED CHANGE(S): <i>Attach contractor's detailed cost proposal(s)</i>					
AMOUNT:		<input type="radio"/> ADD <input type="radio"/> DEDUCT	TIME EXTENSION:	CALENDAR DAYS	
C ORIGINAL CONTRACT AMOUNT:			PREVIOUS C.O.'S	THRU	
CONTRACT AMOUNT PRIOR TO PROPOSED CHANGE ORDER:					
D THE CHANGE ORDER IS:		JUSTIFICATION FOR NEED OF CHANGE(S):			
<input type="radio"/> Owner directed changes in the Work <input type="radio"/> Differing (hidden) site conditions <input type="radio"/> Other (please explain in Section D)					
		Attach documented written approval from ACCS to proceed with change order.			
E JUSTIFICATION OF CHANGE ORDER vs. COMPETITIVE BID:					
F ARCHITECT/ENGINEER'S EVALUATION OF PROPOSED COST:					

2

Review/Initial of Regional Facilities Director _____

VER: 06062024

<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">G</div> <div>CHANGER ORDER RECOMMENDED</div> </div>	CHANGE ORDER JUSTIFIED AND APPROVED
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">ARCHITECTURAL/ENGINEERING FIRM NAME</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="width: 20px;">BY:</div> <div style="border: 1px solid black; height: 20px; flex-grow: 1;"></div> </div> <div style="text-align: center; font-size: small;">ARCHITECT/ENGINEER'S SIGNATURE</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="width: 20px;">BY:</div> <div style="border: 1px solid black; height: 20px; flex-grow: 1;"></div> </div> <div style="text-align: center; font-size: small;">OWNER'S DESIGNATED REPRESENTATIVE SIGNATURE</div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="width: 20px;">BY:</div> <div style="border: 1px solid black; height: 20px; flex-grow: 1;"></div> </div> <div style="text-align: center; font-size: small;">ACCS CHIEF FACILITIES OFFICER</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center;"> <div style="width: 20px;">BY:</div> <div style="border: 1px solid black; height: 20px; flex-grow: 1;"></div> </div> <div style="text-align: center; font-size: small;">OWNER'S LEGAL COUNSEL'S SIGNATURE (FOR CHANGE ORDERS 10% OR GREATER)</div>

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2

Review/Initial of Regional Facilities Director

VER: 06062024

<div style="display: flex; align-items: center;"> G CHANGER ORDER RECOMMENDED </div>	CHANGE ORDER JUSTIFIED AND APPROVED
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CHANGER ORDER RECOMMENDED	CHANGE ORDER JUSTIFIED AND APPROVED
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