

New Construction

Facilities - Change Orders

1.      Change order requests will be initiated by the architect/owner prior to the implementation of the change contemplated.
2.      Change order requests will be reviewed by the Superintendent and facilities committee, and be subject to approval by the Superintendent and facilities committee.
3.      When approved, copies of change orders will be distributed to the Superintendent, the facilities committee, the contractor, and the architect.
4.      All change orders will be reported as part of the Routine Business Agenda -- Progress Report on Construction Projects.

