

Board Policy Document

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## **BUILDINGS AND SITES**

### ***Series 900***

**Policy Title:        Approval Process for Change Order Requests**

**Code Number:     971**

In all construction there is a possibility that Change Order Requests may be needed. Situations sometimes arise that could not have been foreseen during planning. Change Order Requests may be initiated by the contractor, the architect, or the owner. Some Change Order Requests may tend to appreciably delay and/or add additional costs due to delays in the construction schedule. These will be designated as Emergency Change Order Requests. Decisions may be needed to forestall future problems. Sometimes savings can be achieved by combining tasks and/or modifying specifications. In recognition of this, the Board of Directors sets forth the following parameters for change orders on previously approved projects.

Suggestions for Non-emergency Change Order Requests that exceed \$12,000 but which do not appreciably delay ongoing construction should first be carried to the Building Oversight committee for its review and recommendation to the Liaison, Superintendent and Board. In any case, a verifiable reason should accompany such request for the change. In the event that the needed Change Order Request is deemed in the judgment of the architect and the district's construction liaison officer to appreciably delay construction and/or add additional costs due to delays, the following provisions will apply:

**A. Approval Process for Emergency Change Order Requests under \$5,000**

The architect will discuss the proposed Emergency Change Order Request with the administrator in charge. The architect will then decide whether to recommend the change order, or to modify it. The administrator in charge of the project may give final approval for Emergency Change Order Requests where the sum of items does not exceed \$5,000.

First Adoption:        February 8, 2000

Revision Adoption:

Legal Reference:

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Implementation

A written Change Order Request approved on site will be forwarded to the Superintendent by the administrator in charge, with a written description of the change order, the reason for the change, and the date of the order, as well as included on a monthly report to the Building Oversight Committee and the Board.

- B. Approval Process for Emergency Change Order Requests over \$5,000 but not more than \$12,000

Emergency Change Order Requests ranging in cost from \$5,000 to \$12,000 will be brought to the Superintendent by the administrator in charge and the project architect. The Superintendent may verbally authorize the administrator in charge of the project to proceed with the Emergency Change Order Request. The Superintendent would inform the Board of the Emergency Change Order Request by telephone.

Implementation

A written Emergency Change Order Request will be forwarded to the Superintendent by the administrator in charge, with a written description of the change order, the reason for the change, and the date of the order. Any Emergency Change Order Request approved by the Superintendent will be included on the monthly report to the Building Oversight Committee.

- C. Emergency Change Order Requests ranging in cost from more than \$12,000 but not exceeding \$25,000 would require the Superintendent to poll each individual Board member before proceeding with the proposed Emergency Change Order Request. The Superintendent will try to obtain authorization within two working days.

Upon preliminary approval through the polling of the Board, the Superintendent may authorize the administrator in charge of the project to proceed with the Emergency Change Order Request.

Implementation

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A written Emergency Change Order Request will be forwarded to and fully discussed with the Superintendent by the project architect with a written description of the Emergency Change Order Request, the reason for the change, and the date the need was discovered.

Board ratification of the change is still required at the next regularly scheduled meeting.

- D. Change Order Requests exceeding \$25,000 require formal Board action.

Implementation

A written Change Order Request will be forwarded to the Superintendent by the project architect with a written description of and reason for the change order. The Superintendent will then meet with both the administrator in charge of the project and the project architect, and with any other parties deemed necessary to obtain advice.

The Change Order Request will be presented as an information item at the next Board meeting. At the following Board meeting, the Change Order Request would be placed on the agenda as an action item. The Board may suspend its rules pertaining to information/action if, in its judgment, the delay jeopardizes project completion or economies.

The administrator in charge of the project would proceed with the change order only upon Board approval.

- E. A copy of all Change Order Requests to include description and rationale will be given monthly to Board members and members of the Building Oversight Committee.