



OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM  
POLICIES AND PROCEDURES

**CONTRACT MODIFICATION GUIDELINES:  
CHANGE ORDER MANAGEMENT GUIDELINES**

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- These guidelines are intended to assist all state agency and institutions of higher education personnel involved in the change order process pertaining to construction projects.
  - The term “change order” is used throughout this policy to mean the contract modification document used to record changes in the work typically occurring during the construction phase of a project. The process used to manage “change orders” can also be applied in a similar manner to architect/engineer supplements and contract amendments (Refer to OSA Policy, CONTRACT MODIFICATION GUIDELINES (SBP/CONT/MOD) for the appropriate use of these documents)
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**I. CHANGE ORDER LOG:**

- a) Change orders should be closely monitored from initiation/approval to implementation/reconciliation. A change order log should be kept for each construction project to account for all related change orders. The log and all change orders should be kept together in the same central project file.
- b) Reconciliation of each change order should be resolved by the assignment of responsibility for cause and if necessary the determination of appropriate compensation. Reconciliation should be conducted on a routine basis throughout the life of the project. All change orders are to be reconciled prior to the final advertisement for contractor’s settlement.
- c) The PROJECT SPECIFIC STATUS REPORT (SBP-10.1) Workbook is provided as a template for project financial management. It is essential that agencies track projects from both budget and actual spending. The “Change Log” tab of the SBP-10.1 is a suggested format for tracking all change orders.

**II. FORMS:**

- a) The following standard State Buildings forms are to be used to process a Change Order:
  - CHANGE ORDER BULLETIN (From SC-6.311)  
This document is issued to define the scope of revision in drawings and/or specifications for a contemplated change order request. The architect/engineer prepares this document.
  - CHANGE ORDER PROPOSAL (Form SC-6.312)  
This document is issued after the State’s approval of the Bulletin to define all associated labor and material and/or anticipated time required to complete the change. The contractor prepares this document.
  - CHANGE ORDER (Form SC-6.31)  
This document is issued after the State’s approval of the proposal form to officially incorporate the change into the contract documents and to indicate the impact on the contract status. The architect/engineer prepares this document.

### **III. CHANGE ORDER APPROVALS:**

- a) Change orders must initially be reviewed and analyzed by the architect/engineer per the instructions for completing "the Change Order Proposal. Note that the change order proposal instructions are contractual obligations for the architect/engineer. These requirements are to be met for every change order within a project. By accepting to use state forms, the architect/engineer is accepting these terms and conditions. Reference to the Change Order Proposal is made in the architects/engineer Terms and Conditions under the Article 1, *Preparation of Change Orders/Amendments*