

CHANGE ORDER REQUEST FORM

Project Name: _____ Brown Project#: _____

Prepared by: _____ Date (MM/DD/YYYY): _____

Control No. (from COR Log): _____ Purchase Order#: _____

1. Requestor Information

Area of Change:*Check those that apply:*

Scope	Schedule	Contingency
Budget	Quality	Other

Initiating Documents for Change:

Bulletin Sketch CCD RFI OTHER

Proposed Change Description and References*Provide information below concerning the requested change. Create links to any supporting documentation.***Description:**

Requested by: Facilities User Group Other

Insert Hyperlinks for Documents:**Documents Attached?****Alternatives to Change:**

2. Initial Review Results of the Change Request

Initial Review Date:
Reviewed by:

<i>Action</i>	<i>Comments</i>
Approve for Impact Analysis	
Reject	
Resubmit w/ Additional Info	
Express Approval	

3. Analysis of Supporting Documentation

Subcontractors Affected:

#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
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Sub Back Up Included in COR (Material, Labor & Equipment Break Down)	YES	
	NO	

Sub Labor Rates Approved	YES	
	NO	

Sub Mark Up Correct	YES	
(10% Total – Not 5% then 5%)	NO	

Construction Manager Fee Reviewed & Correct	Yes	No
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(place terms here):

Risk associated with implementing the change:

Priority: <i>(check one)</i>	High	Medium	Low
Schedule Impact Analysis Required? (If Yes Attach Schedule Analysis)	Yes		No
Total Impact on Cost:			
Total Impact on Schedule:			

4. Final Recommendation

5. Authorized Signatures

Project Name: _____

Contractor Project Manager: _____

I have reviewed the information contained in this Project Change Request Form and agree:

Name	Title	Signature	Date

Brown University Authorized Signatures

Name	Title	Signature	Date
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	Project Manager <i>[Up to \$25K]</i>		
	Dir/Sr Dir of Design & Construction <i>[Up to \$50K]</i>		
	AVP Dir of Design & Construction <i>[Up to \$100K]</i>		
	VP Facilities & Campus Operations <i>[Up to \$500K]</i>		
	EVP Finance & Administration <i>[Over \$500K]</i>		

The signatures above indicates the acknowledgment of a thorough review and understanding of all accompanying documentation related to this Change Order Request.