



BROWN

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
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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
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Insert Hyperlinks for Documents:

Documents Attached?

Alternatives to Change:

2. Initial Review Results of the Change Request

Initial Review Date:

Reviewed by:

Action	Comments
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

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

(place terms here):

Risk associated with implementing the change:

Priority: (check one)

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. Project Change Request Form / Signatures

Project Name: _____

**Contractor Project
Manager:** _____

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

<i>Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date (MM/DD/YYYY)</i>
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The signatures above indicate an understanding & complete review of the supporting documentation for this COR.