

BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT

CHANGE ORDER NO. _____

Project Number: _____ Contract Date: _____
Project Title: _____
Institution/Agency/Department: _____
Location: _____

Original Contract Sum.....\$ _____
Net Change by Previous Change Orders.....\$ _____
Contract Sum Prior to this Change Order.....\$ _____
Contract Sum Increase/Decrease/Unchanged
by this Change Order.....\$ _____
New Contract Sum including this Change Order.....\$ _____

Original Notice to Proceed Start Date _____
Original Contract Time _____ Calendar Days
Net Change by Previous Change Orders _____ Calendar Days
Contract Time Prior to this Change Order _____ Calendar Days
Contract Time Increase/Decrease/Unchanged
by this Change Order _____ Calendar Days
New Contract Time including this Change Order _____ Calendar Days
New Completion Date _____

(ALL SIGNATURES MUST BE ORIGINAL)

Professional: _____
By: _____ Date: _____

Contractor: _____
By: _____ Date: _____

Owner: Bureau of Building, Grounds and Real Property Management
By: _____ Date: _____
_____, Director

(A copy of the Change Order will be given to the Institution/Agency.)

BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT

CHANGE ORDER NO. _____
PROJECT NO. _____

All of the provisions of the Original Contract not specifically changed by this Change Order remain the same. The Contractor is directed to make the following changes in this Contract:

The justification for this Change Order is as follows:

AS REQUESTED BY:

✓	✓
	the Using Agency	the BOB
	the Contractor	the Professional