Architect/Engineer shall supply all of the following information:

Change No.: ______________________
FGCU Project No.: __________________

Project is _____% complete
as of ________________.

Project is _____% ahead of schedule.
Project is _____% behind schedule.

(Date)

NECESSITY AND JUSTIFICATION FOR CHANGE:

Change initiated by:   Owner _______ A/E: ________ Contractor: __________

University has confirmed funds for change are available: Yes _____ No _____

Give the following information for each item:

NECESSITY – Why is this Change Order necessary?
RESPONSIBILITY – Who has necessitated this Change Order?
ORIGINAL CONTRACT – Why was this condition not considered in the original Contract Documents?
PAYMENT – Who is going to pay for this change if the liability rests with party/parties other than the Owner?
EXPLANATION – Supply a detailed explanation of each item to be performed in this Change Order. This must be a complete statement of labor and material.
JUSTIFICATION – Supply a complete justification for this work in a clear and concise summary statement.
EFFECT ON PROJECT – Operation, maintenance, space, and size.

Architect/Engineer hereby certifies that no costs are included for corrective work made necessary by error or fault attributable to Architect/Engineer.

____________________________________
Signature
Date: ________________________________

May 2010