

FLORIDA GULF COAST UNIVERSITY
CONSTRUCTION CONTRACT CHANGE ORDER JUSTIFICATION

Architect/Engineer shall supply
all of the following information:

Change No.: _____
FGCU Project No.: _____

Project is _____% complete
as of _____.
(Date)

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

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: _____