



Facilities Planning Policy & Procedure #9

TITLE	CHANGE ORDER - MAJOR PROJECT
OBJECTIVE AND PURPOSE	To ensure additional construction Scope of Work has been approved by the University prior to beginning work
RESPONSIBILITY	<u>ACTION</u>
G/C, C/M	<ul style="list-style-type: none"> ◆ Submit request to the A/E of record for a Change Order (add or deduct) to contract
A/E	<ul style="list-style-type: none"> ◆ Review, approve, and transmit to FAU Facilities Planning Office (attention FAU Project Manager) with a Letter of Justification attached (six (6) originals required)
SENIOR SECRETARY	<ul style="list-style-type: none"> ◆ Upon receipt time stamp and log Change Order in computer ◆ Place in wire basket in Senior Account's Office
SENIOR ACCOUNTANT	<ul style="list-style-type: none"> ◆ Log in and attach <i>Interdepartmental Change Order Routing Slip (Attachment A)</i> place in appropriate Project Manager mail slot ◆ Verifies back-up and all computations.
PROJECT MANAGER	<ul style="list-style-type: none"> ◆ Review with Associate Director/Associate Director initials ◆ Sign off and return to Senior Accountant within two (2) working days ◆ Verifies backup and computations.
SENIOR ACCOUNTANT	<ul style="list-style-type: none"> ◆ Review computations and backup ◆ Verify funding and initial ◆ Return to Administrative Coordinator
ADMINISTRATIVE COORDINATOR	<ul style="list-style-type: none"> ◆ Review for quality assurance ◆ Obtain final signature from the Director ◆ Type transmittal to Office of the State Comptroller ◆ Distribute to: Office of the State Comptroller, FAU Office of the Controller, A/E of Record, G/C or C/M, BR- file, Reading file
REFERENCE	<p>NOTE: Change Orders will be processed and approved or returned within five (5) working days from date stamp</p> <ul style="list-style-type: none"> ◆ SUS Professional Services Guide Article 6 – 6.6 – Change Orders and Construction Change Directive ◆ SUS Project Manual Section H Page 100 – Change Order Form
ATTACHMENT	<ul style="list-style-type: none"> ◆ <i>Interdepartmental Routing Slip - A/E, GC, and CM Change orders Attachment "A".</i>

Issued By: Nelson	Date Issued: 4/01/01	Date Revised: June 2000	Effective Date: 4/01/01
APPROVED:	Vice President	Associate V.P.	Director