

CHANGE ORDER ADMINISTRATION CHECKLIST

FROM GRANTLUN CORPORATION'S SEMINAR
PROJECT MANAGEMENT: CONTRACT MANAGEMENT

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1. Have the change order and pricing?
2. Has adequate requirements been established?
 - a. It is in writing
 - b. It is observed
 - c. It is timely
 - d. It is in the contract conditions
 - e. It is additional
3. Has the proposed change order been approved?
 - a. The contractor has approved
 - b. The architect has approved
 - c. The owner has approved
4. Does the proposed change order allow the project manager to determine the agreed scope of work?
5. Have you prepared the change order?
 - a. It is a written document

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