


PROCEDURE

Subject	Construction Projects Change Orders	Number: 6.14.01
Source	Facilities Management	Reference (Rule #) 6HX14-6.14
President's Approval/Date:	 8/14/2017	

Facilities Management is responsible for management of Change Order documents related to Facilities design and construction projects. Change order documents must be processed in a timely manner to minimize design and construction delays.

1. The Project Manager assigned to the project will review all proposed construction project Change Orders to determine their validity and accuracy. Each proposed Change Order must be accompanied by back-up documentation clearly showing the breakout of manpower and material costs.
2. The validated proposed Change Order cost amount will be reviewed to verify where the funding exists to cover the amount. When the money has been set aside for the Change Order, it will be presented to the President for action.
3. Approval of all Change Orders by the President or the Board of Trustees shall be in accordance with Rule 6HX14-6.14.