

CHANGE ORDER POLICY

This policy is designed to provide structure and order to the process of requesting and approving all change orders. The following procedure is recommended:

1. The consultant, or the Director of Planning & Facilities/Director of Maintenance if the project does not have a consultant, will analyze the problem, determine a solution, obtain pricing and report to the Superintendent or his designee.
2. The change order shall be signed by the consultant, or the Director of Planning & Facilities/Director of Maintenance if the project does not have a consultant, the contractor and the Superintendent.
3. A change order is not brought to the Board for approval unless it exceeds the budget approved for the project.
4. If an emergency occurs on a project or a critical change is necessary that will impact the time schedule of the project and the change order exceeds the budget approved for the project, the Superintendent or his designee shall have change order authority of up to \$50,000, provided that funds are available. Such change order will then be brought to the Board for ratification at the next possible Board meeting and the funding source will be identified.

Adopted: 7/22/81
Revised: 3/15/95
Revised: 12/16/98