



OFFICE OF THE UNIVERSITY ARCHITECT

CHANGE ORDER NUMBERING

Change Orders can be numbered in five different ways:

GMP GMP Amendment.

- This change order designation is for the amendment made to increase a Contract for a Design Build or a Construction Management agreement.

SD *Subcontract Distribution.*

- This change order designation is for a zero dollar change order that shows the amount the contractor received on a GMP Amendment that is distributed to the subcontractors that are doing the work.

OC *Owner's Contingency.*

- This change order is for an increase in the scope of services that the Owner has requested or has agreed to pay based on several factors (error/omission, field resolution, etc.)

CC *Contractor's Contingency.*

- This would be a zero dollar change order on a CM at Risk or Design Build Project with the monies being deducted from the Contractor's Contingency line.

CGY *Construction Contingency.*

- This would be a change order that uses Contractor's Contingency to pay for work performed.

Associate assigns the Change Order.

- All Change Orders will be generated taking the type of change order and adding the change order number.
 - If the first change order is Owner's Contingency, the change order number will be OC-001. If the next change order is for Contractor's Contingency, the change order number is CC-002.