

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT**

SRF CHANGE ORDER CHECKLIST

PROJECT NAME : _____

PROJECT NO. C - 544 _____

CONTRACT NO. _____

CHANGE ORDER NO. _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Is the work eligible ? This refers to nature of work, location and scope of work . In general any work related to the construction of wastewater improvement will be eligible, Except for Design Errors	_____	_____	_____
2. If work is eligible, has nature and justification been adequately described ?	_____	_____	_____
3. Is the Change Order needed to rectify design errors ?	_____	_____	_____
4. Does change order involve rework ?	_____	_____	_____
A. If rework is involved could it have been reasonably avoided ?	_____	_____	_____
B. If change order involves utility relocation, was a reasonable effort made to aproximate the location during design?	_____	_____	_____
5. Was the Change Order prior approved ? Date :	_____	_____	_____
6. Will work result in a change in the original design criteria ?	_____	_____	_____
7. Will the work cause some other problem or put stress on other equipment or processes that may not have been considered ?	_____	_____	_____
8. Has the change order been signed and dated by the contractor , engineer, and owner ?	_____	_____	_____
9. Has a complete derivation of the cost been included ?	_____	_____	_____
A. If cost breakout is unit price, are unit prices used in agreement with prices listed in the bid documents ?	_____	_____	_____
B. If cost breakout is not unit price, does the cost include			
1. A detailed breakout of labor - job classification , rate of pay and hours worked	_____	_____	_____
2. A detailed breakout of material - including a unit cost for each item	_____	_____	_____
3. A detailed breakout of equipment used - including a hourly or daily rate for equipment used	_____	_____	_____
4. Are overhead and profit markup reasonable and in accordance with specifications ?	_____	_____	_____
C. Does evidence of negotiations exist in accordance with State Change Order Policy ?	_____	_____	_____
10. Will approval of this change order result in cummulative cost to date for change orders exceeding contingency funds	_____	_____	_____

