



## OFFICE OF THE UNIVERSITY ARCHITECT

### CHANGE ORDER NUMBERING

On CM at Risk and Design Build projects only, there are now three ways to number a change order.

Change Orders can be numbered in three different ways:

**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 and 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.

***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.