

CHANGE ORDER #:	DATE:
	LEASE NO:

PROJECT NAME:	LESSOR:
DEPARTMENT:	CONTRACTOR:
SITE ADDRESS:	INVOICE:

DESCRIPTION OF CHANGES IN THE SCOPE OF WORK:

JUSTIFICATION:

Base Contract	\$	-
Total of all change orders to date	\$	-
Cost of current change order	\$	-
New total of all change orders	\$	-
Total Change Orders plus Base Contract	\$	-

NOTE: THE ESTIMATED CONSTRUCTION TIME WHICH WILL BE INCREASED OR DECREASED IS
(_____) DAYS.

CONTRACTOR: You are directed to make the above changes. Changes shall include labor, material, and equipment; each item to include all changes direct or indirect arising out of this additional work. The requirements of the contract, where pertinent and not in conflict with the above shall apply to these changes.

PERFORMING ENTITY (CONTRACTOR/ARCHITECT/ETC): By: _____ Print Name & Title: _____ Date: _____	APPROVED BY LESSOR By: _____ Print Name & Title: _____ Date: _____
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REVIEWED BY PROJECT MANAGER Recommended Not Recommended

By: _____ Date: _____

PRINT NAME: _____

COMMENTS:

APPROVED BY TENANT DEPARTMENT
(Administrative Deputy or Above)

By: _____

PRINT NAME: _____

TITLE: _____

Date: _____

APPROVED BY COUNTY CHIEF EXECUTIVE OFFICE

By: _____

Dean Aardema
Manager, Real Estate Division

Date: _____