

**FIELD WORK ORDER**  
CUYAHOGA COMMUNITY COLLEGE

FIELD WORK ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

To Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Change Order

- ☐ Error/Omission  
☐ Field Condition  
☐ Field Dispute Settlement  
☐ \_\_\_\_\_

Project No.: \_\_\_\_\_

Contract Days Changed \_\_\_\_\_

Project Name: \_\_\_\_\_

Revised Completion Date \_\_\_\_\_

Location: \_\_\_\_\_

You are authorized to proceed with the following work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The compensation or time extension provided by this Field Work Order constitutes full and complete satisfaction for all direct and indirect costs, and interest related thereto, which has been or may be incurred in connection with this change to the work.

Cost Basis: \_\_\_\_\_ or \_\_\_\_\_  
Fixed Price Time and Material,  
Not to Exceed Price

Time and material not to exceed price work is to be monitored by Associate and/or Construction Manager.

\_\_\_\_\_  
Recommended By Construction Manager - If Applicable Date: \_\_\_\_\_

\_\_\_\_\_  
Recommended By Associate Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor

Field Work Orders are to be converted to change orders within 10 days after Project Representative approval. Proposals must conform to Change Order pricing Guidelines, maximum amount is \$10,000.