
PLANNING AND CONSTRUCTION CHANGE ORDER WORK INSTRUCTION FOR CONSTRUCTION PROJECTS (PCD-W002)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction applies to the Planning and Construction Department and describes actions for processing a change order.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Project Manager (PM)

3.0 APPROVAL AUTHORITY:

- 3.1 Director, Planning & Construction

Signature

Date

4.0 DEFINITIONS

- 4.1 PM – Project Manager
4.2 DCP – Director of Planning & Construction
4.3 PCD – Planning & Construction Department
4.4 ASO – Assistant Superintendent, Operations
4.5 NOC – Notice of Completion

5.0 WORK INSTRUCTION:

- 5.1 When the PM determines that a change order is necessary, he/she shall process Change Order Form # PCD-F001
- 5.1.1 The form is completed and then reviewed and authorized by the PM, DPC or ASO.
- 5.2 A tracking copy of the form is retained in PCD, and the remaining original copies are sent to the Contracts Office for processing.
- 5.3 After the Contracts Office secures Board approval for the change order signed a signed copy is sent to PCD for the file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Form # PCD-F001

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Form PCD-F001	Project File	6 months from NOC	Discard as desired	Access limited to Operations Support Staff

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/25/04	A	Initial Release
12/05/07	B	Original – changes included Deleted PCD-P021 and replaced with Work Instructions PCD-W002 Changes to 5.1.1 & 5.2
12/17/08	C	Document correction

*** End of work instruction ***