



OFFICE OF REAL ESTATE & FACILITIES
 Mississippi Board of Trustees of State Institutions of Higher Learning
CHANGE ORDER SUMMARY
 Attachment to Request for Project-Related STAFF Approvals (Form A.)

FORM C

To: Associate Commissioner of Real Estate & Facilities

Institution Name:		Submission Date:	
Project Number:		Change Order Number:	
Project Name:		Change Order Amount:	
		Contract Days (+/-):	
Previous Date of Contract Completion:		New date of Contract Completion: (if applicable)	
Previous Contract Amount:		New Contract Amount:	

I. Type of Change Order: (List Type for each item in Sec III below)

<input checked="" type="checkbox"/>	Check all that apply	
<input type="checkbox"/>	Type I.	Changes in requirements or recommendation by governmental agencies: i.e., revisions in building codes, safety or health regulations, controls on materials specified, etc.
<input type="checkbox"/>	Type II.	Errors and omissions in plans and specifications
<input type="checkbox"/>	Type III.	Latent job site conditions
<input type="checkbox"/>	Type IV.	Weather
<input type="checkbox"/>	Type V.	User/Owner Requested Modification

IHL Staff Use Only

II. Change Order Origination:

<input checked="" type="checkbox"/>	Check all that apply	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Design Professional	<input type="checkbox"/>	Institution
<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Board of Trustees
<input type="checkbox"/>	Bureau of Buildings	<input type="checkbox"/>	Other (Please explain below)

III. Description of Change Order: (attach additional sheets if needed)

IV. Justification:

V. Required Attachments to this Document:

<input checked="" type="checkbox"/>	Attached Items Checked
<input type="checkbox"/>	Copy of Bureau of Buildings, Grounds & Real Property Management Change Order Form or University Equivalent
<input type="checkbox"/>	Back-up information
<input type="checkbox"/>	Detailed cost-breakdown

VI. Signatures:

Preparer's Signature:			
Preparer's Name and Title:			
		Date of Signature:	