Change Order Standards: Templates & Instructions

At **TheOwnersProject.com**, we view Change Orders as one of the highest risks to a project's budget. To manage this, we've standardized the submission process using the following templates and protocols. These aren't just suggestions—they are the mandatory benchmarks we use to validate every dollar spent.

1. The Golden Rules of Submissions

To get a Change Order through our review, it must meet ten core requirements. We don't move forward without:

Contractual Alignment: All costs must strictly adhere to the **approved unit prices** and **labor rates** defined in the original contract.

Precision in Markups: We verify that markups for **self-performed work** and **supervision** are applied correctly using the contract's sliding scale.

Bulletproof Documentation: No "lump sums." We require **actual receipts**, **signed field tickets**, and copies of the referenced rate sheets.

The Narrative: Every submission needs a clear story. We need to see the "why" behind the change, backed by a signed directive or email authorization.

2. Anticipated Change Order (ACO) Worksheet

This is our "early warning system." The ACO template allows the Construction Manager to provide a structured estimate *before* costs are finalized. We break this down into three clear buckets so there is no ambiguity:

Self-Performed Unit Prices (Quantities and rates)

Self-Performed Material & Labor (With specific contractual markups)

2nd Tier Subcontractor Work (Itemized labor/materials and supervision markups)

3. Proposed Change Order (PCO) Worksheet

Once the work is ready for formal proposal, we use this comparison tool to ensure the Owner isn't overpaying. This worksheet is built for scrutiny:

Side-by-Side Comparison: We require the "Subcontractor's Proposed Cost" to be listed directly next to the "CM's Adjusted Cost." If there's a discrepancy, this is where we find it.

Verified Cost Breakdown: We track self-performed work and tiered sub-costs through the same rigorous markup filters used in the ACO phase to ensure the final totals are accurate and fair.

Change Order Instructions:

1	Use Approved Unit Prices per contract
2	Use Approved Labor Rates per contract
3	Self performed work markup per contract sliding scale
4	Markup for supervision per contract
5	Submit all required backup with change order per contract
6	Provide copy of referenced unit price or labor rate
7	Provide actual receipt of material, equipment, or rental charges
8	Provide signed field tickets.
9	Provide a narrative of what prompted the change, actions, decisions, sketches etc.
10	Provide copy of signed directive, decision, confirmation email etc.

PROJECT:

ANTICIPATED CHANGE ORDER WORKSHEET
Notice of Anticipated Change Order Estimate

DATE: _____

SUBCONTRACTOR

Item	Description	CM Estimate Proposed			
		Quantity	Units	Rate	Proposed Cost
	Self Performed Work - Unit Prices				
1					$ -
2					$ -
3					$ -
4					$ -
5					$ -
6					$ -
7					$ -
8					$ -
	Subtotal				$ -
	Self Performed Work - Material & Labor				
1					$ -
2					$ -
3					$ -
4					$ -
5					$ -
6					$ -
7					$ -
8	Self-Perform Markup (per contract)				
	Subtotal				$ -
	2nd Tier Subcontractor Work - Material & Labor				
1					$ -
2					$ -
3					$ -
4					$ -
5					$ -
6					$ -
7	Self-Perform Markup (per contract)				
8	Sub Supervision Markup (per contract)				$ -
	Subtotal				$ -
	TRADES Subtotal				$ -

PROJECT:

PROPOSED CHANGE ORDER WORKSHEET

Change Order Request Actual Cos/Proposal with Backup

==Attachment-2 example==

DATE: _____

SUBCONTRACTOR

Item	Description	Subcontractor Proposed				CM Adjusted			
		Quantity	Units	Rate	Proposed Cost	Quantity	Units	Rate	Adjusted Cost
	Self Performed Work - Unit Prices								
1					$ -				$ -
2					$ -				$ -
3					$ -				$ -
4					$ -				$ -
5					$ -				$ -
6					$ -				$ -
7					$ -				$ -
8					$ -				$ -
	Subtotal				**$ -**				**$ -**
	Self Performed Work - Material & Labor								
1					$ -				$ -
2					$ -				$ -
3					$ -				$ -
4					$ -				$ -
5					$ -				$ -
6					$ -				$ -
7					$ -				$ -
8	Self-Perform Markup (per contract)								
	Subtotal				**$ -**				**$ -**
	2nd Tier Subcontractor Work - Material & Labor								
1					$ -				$ -
2					$ -				$ -
3					$ -				$ -
4					$ -				$ -
5					$ -				$ -
6					$ -				$ -
7	Self-Perform Markup (per contract)								
8	Sub Supervision Markup (per contract)				$ -				$ -
	Subtotal				**$ -**				**$ -**
	TRADES Subtotal				**$ -**				**$ -**