



Contract: _____ Contract Title: _____		If yes on any item 1 thru 12, State Construction Office Approval Required.	
C.O. #: _____ C.O. Title: _____			
I. Executed by the State Construction Office			
1. Cost or credit equal to or exceeding \$500,000.		Yes	No
2. Change in the contract documents beyond the scope, intent or termini of the original contract.		Yes	No
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS; includes changes to goals or commitment)		Yes	No
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order. *1		Yes	No
II. Executed by the Region (in Accordance with Region Delegation)			
5. Determination of impacts and/or overhead.		Yes	No
6. Change to Contract Provisions or Standard Plans.		Yes	No
7. Material or product substitution. (Excludes materials associated with Std. Specification Sections 6-07, 8-01, 8-12, 8-18 & 8-20)		Yes	No
8. Structural design change in the roadway section. (Requires concurrence from designer)		Yes	No
9. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)		Yes	No
10. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)		Yes	No
11. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". (Section 1-07.13 of the Standard Specification)		Yes	No
12. Changes to structures considered the practice of engineering per Construction Manual SS 1-04.4.		Yes	No

Other Approvals or Actions that May be Required

13. If this contract has a PoDI Plan requiring FHWA approval, was FHWA approval obtained?	N/A	Yes	No
14. Does this CO qualify under RCW 47.28.050 as within the original scope of contract or < \$7,500?		Yes	No
15. If approval of the surety was requested, was it obtained?	N/A	Yes	No
16. If this change order requires approval or concurrence from a Local Agency, was it obtained?	N/A	Yes	No
17. If this change order requires approval from a railroad company, was it obtained?	N/A	Yes	No
18. If this change order is an engineering error > \$500,000, has a draft Engineering Error Report been sent to the ASCE as required by Construction Manual Chapter 1, SS 1-04.4, subsection 5.21?	N/A	Yes	No
19. If the answer to #3 is Yes, was concurrence obtained from OECR?	N/A	Yes	No
20. If the answer to #3 is Yes, was acknowledgment obtained from the affected COA subcontractor?	N/A	Yes	No
21. If the answer to #8 is yes, was concurrence obtained from the designer?	N/A	Yes	No
22. If the answer to #12 is yes, was approval or concurrence provided by a professional engineer?	N/A	Yes	No
23. If Notice to Proceed with the change order granted before the CO was executed, was prior approval obtained from the Executing Authority?	N/A	Yes	No
24. If the change is not eligible for Federal participation, has payment been set up through a state-funds-only Group?	N/A	Yes	No

If the answer to any of items #13 through #24 is no, an explanation is required in the Change Record or Minor Change.

CO Codes: _____