



Missouri
Department of
Natural Resources

Change Order Review Checklist (For Department Funded Projects)

Project: _____
 Project Number: _____
 Contractor: _____
 Change Order Number: _____

	Provided a description of the changes.
	Supplied justification for the changes.
	Checked the math.
	Change order was enacted by the recipient or representative, the consulting engineer and accepted by the contractor (i.e., signed by all parties).
	If an increase in construction time is in conflict with the Abatement Order Schedule or Enforcement Action, notify enforcement.
	If an increase in construction time is in conflict with the Construction Permit expiration incorporate the construction permit extension language in the approval letter.
	Check if the changes are consistent with the approved facility plan scope of work and do not require additional environmental clearances or the required environmental clearances have been submitted.
	Eligibility Determination made and documented on change order approval letter.

The estimated cost of eligible construction is increase by \$_____.
 The estimated cost of ineligible construction is increase by \$_____.
 The allowable time for construction has been increased by _____ days.

Comments: _____