

Nebo School District Board of Education

Policy FED

BUILDING CONSTRUCTION CHANGE ORDERS

Through careful planning, it is hoped that change orders will be kept to a minimum during the construction of major projects. However, it is recognized that unexpected problems may sometimes be encountered or that an important improvement may be suggested.

To maintain a close surveillance on change orders and yet provide a way for the construction process to proceed without delay, the following procedure shall be followed:

1. A budget of 1% of the project cost be established for exigencies.
2. The district project coordinator may approve change orders for minor items costing less than \$1,000.
3. A major change order costing up to \$5,000 may be approved by the superintendent after reviewing it with his executive staff.
4. A report of all change orders approved by the project coordinator or the Superintendent shall be made to the School Board.
5. Any major change in excess of \$5,000 must receive prior approval of the School Board before proceeding.

Date: 10-14-81