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| **Change Order (CO) Transmittal No.:** |  |
| **Change Order No.:** |  |
| **Date of Transmittal:** |  |

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| **To:**  *(CT DAS Project Manager)* |  |  | **CT DAS Project No.:** |  |
| **Owner:** | CT DAS/Construction Services |
| **Project Name:**  *(Location)* |  |
| **From:**  *(CA)* |  | **Contract For:**  *(Type of Construction)* |  |

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| **1.** | **Brief Description of Change:** | | | | |  | | | | | | | | | | | | | | | | |
| **2.** | **Brief Reason for Change:** | | | | |  | | | | | | | | | | | | | | | | |
| **3.** | **Change Originated By:** | | | | |  | | | | | | | | | | | | | | | | |
| **4.** | **Change Order Designation:** | | | | | | | | | | | | | | | | | | | | | |
|  |  | Agency Request (Attach approved Form 7055 Construction Phase Agency Change Request) | | | | | | | | | | | | | | | | | | | | |
|  |  | Job Condition | | | | | | | | | | | | | | | | | | | | |
|  |  | Document Deficiency: | | | | | | | | | | | | | | | | | | | | |
|  |  | Architectural | | | Codes | | | | Structural | | | | | Civil/Soil | | | Electrical | | | | Mechanical | |
| **5.** | **CO Recommendations:** | | | CO Issued | | | | | | Time Extension | | | | | | Cost: | | $ | | | | |
| **6.** | **Contract Time Change Required:** | | | | | | | | | | | | | | | | | | | | | |
|  | Yes | | Calendar Days: | | | |  | | Brief Explanation: | | | |  | | | | | | | | | |
|  | No | | | | | | | | | | | | | | | | | | | | | |
| **7.** | **Quantities Checked and Verified By:** | | | | | | | CA | | | | Architect | | | | | Electrical | | | Mechanical | | |
| **8.** | **Has Work Been Done?** | | | | | | | Yes: | | | CCD Date: | | | |  | | CCD No.: | |  | | | No |
| **9.** | **Architect/Engineer Review:** | | | | | | | (See Attachment) | | | | | | | | | | | | | | |

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|  |  | | **Name (Typed)** | **Signature** |  | **Date** |
| **Reviewed By:** | Construction Administrator: | |  |  |  |  |
| **Reviewed By:** | Architect/Engineer: | |  |  |  |  |
| **Reviewed By:** | Agency: | N/A |  |  |  |  |
| **Approved By:** | CT DAS PM (<$50k): | |  |  |  |  |
| **Approved By:** | CT DAS ADPM ($50k-$100k): | |  |  |  |  |
| **Approved By:** | CT DAS DPM ($100k-$200k): | |  |  |  |  |
| **Approved By:** | CT DAS DC (>$200k): | |  |  |  |  |

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| **Attachments:** | | | | | | | | | | | | | |
| **Construction Change Directive No.:** | | |  | | | (Attached) | | **A/E – Change Order Proposal Review:** | | | | | (Attached) |
| **Change Order Proposal (COP) No.:** | | |  | | | (Attached) | | **CA – Change Order Proposal Review:** | | | | | (Attached) |
| **Change Order Proposal Workbook(s)** | | | | | | (Attached) | | **Agency – COP Review:** | | | N/A | | (Attached) |
|  | | | | | |  | | **Other:** | |  | | | (Attached) |
|  | | | | | | | | | | | | | |
| **Copies:** | CA | Architect | | | CT DAS Acct (3 copies) | | | | CT DAS PM | | | CT DAS ADPM | |
|  | GC/CMR | Agency | | Other: | | |  | | | | | File | |