|  |  |
| --- | --- |
| MC900434750[1] | Consultants fill this form to describe and justify the proposed change. When completed, there should be enough information for an auditor to understand why a change was necessary. The language on the form should be addressed to someone who is knowledgeable of construction, but is not familiar with the specific project being changed. When assigning the CR number, include the number of the LOA that it relates to. Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID: | B0000A-0000 | Date: | Select date |
| Contract ID: | 123456 | Change Request #: | 123456  |
| Contractor: | Contractor | LOA#: | 123456  |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title |

|  |
| --- |
| TITLE: **Title** |

#### The following is a description of the proposed change:

Description of work

#### Purpose of change:

Purpose of change

**Editing note:** If you are unsure or which reason code to select, please read the [definitions](http://www.infrastructure.alberta.ca/Content/docType486/Production/CA_Change_Document_Reason_Code_List.docx).

This work was not included in the tender documents because:

|  |  |  |
| --- | --- | --- |
| [ ]  1. Cash Allowance[ ]  2. Design Discrepancy[ ]  3. Regulatory Change[ ]  4. Site Condition | [ ]  5. Cost Saving[ ]  6. Design Improvement[ ]  7. User Change | [ ]  8. Furniture/Equipment Change[ ]  9. CM Error[ ]  10. Contract Reconciliation |

|  |  |  |
| --- | --- | --- |
| **Construction Cost Estimate:** $0.00 |  | **List Drawings/Sketches attached:**List drawings here, or enter “none”. |

**Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s), please remove the blue text for the ‘Name’ and ‘Title’ fields below before you print and sign this form. Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

|  |  |  |  |
| --- | --- | --- | --- |
| Approvals |  |  |  |
| Recommended by: |  |  |  |
|  | Enter Consultant Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |