

## CHAPTER 7.00 – BUSINESS SERVICES

7.114

### **CHANGE ORDERS**

#### **POLICY:**

The Superintendent is authorized to approve construction change orders which will not increase the contract amount more than ten thousand dollars (\$10,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes.

- (1) Approvals shall be for the purpose of expediting the work in progress only.
- (2) All requested change orders must be in writing and must be approved in writing before the work is done.
- (3) Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than ten thousand dollars (\$10,000.00).
- (4) In the Superintendent's absence, the facilities supervisor shall serve as the Superintendent's designee.
- (5) Copies of all approved change orders shall be provided to the School Board at its first regular or special meeting following the approval date of the change order and entered in its official minutes.
- (6) The Superintendent shall annually prepare and the School Board shall approve procedures for Change Orders when a Construction Management Contract is used.

STATUTORY AUTHORITY : 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1013.48, F.S.

STATE BOARD OF EDUCATION RULES(S): 6-2.001

History:

Adopted: January 14, 1999 Revision Date(s): November 22, 2005; February 9, 2010; May 12, 2015 Formerly:
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