



Construction Change Order Management & Documentation Checklist 2026

Initial Change Order Identification

Steps to identify, document, and flag potential deviations from the original scope of work or contract.

Date of Change Identification

Change Order Reference Number

Origin of Change Request

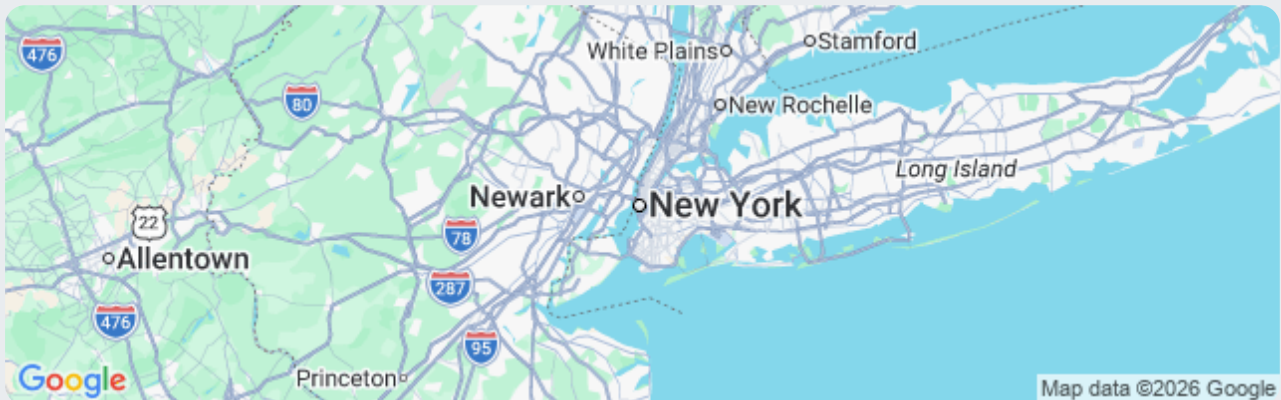
- ☐ Owner Request
- ☐ Architect/Engineer Instruction
- ☐ Unforeseen Site Condition
- ☐ Subcontractor Proposal
- ☐ Regulatory/Permit Requirement

Description of Deviation from Original Scope

Write something...

Affected Project Area/Zone

 [Set My Current Location](#)



Supporting Photos or RFI Documentation

 [Upload File](#)

Initial Identifying Party Signature

Impact Assessment & Cost Analysis

Evaluation of how the change affects the project budget, material costs, labor hours, and overall project margin.

Description of Scope Change

Write something...

Detailed Cost Breakdown

Write something...

Estimated Total Cost Impact

Enter a number...

Financial Impact Category

- ☐ Budget Increase
- ☐ Budget Decrease
- ☐ Budget Neutral

Date of Impact Assessment

Enter date...

Supporting Cost Estimates

 Upload File

Schedule & Timeline Evaluation

Analysis of the impact on the critical path, milestone dates, and the overall project completion deadline.

Estimated New Completion Date

Enter date...

Total Delay in Working Days

Enter a number...

Impact on Critical Path

- ☐ No Impact
- ☐ Minor Impact (Non-Critical)
- ☐ Major Impact (Critical Path Affected)

Description of Schedule Delay Justification

Write something...

Updated Project Schedule/Gantt Chart

 Upload File

Project Manager Schedule Verification

Documentation & Supporting Evidence

Verification of all necessary attachments including RFIs, site photos, updated drawings, and subcontractor quotes.

Date of Change Request

Enter date...

Supporting Photos & Site Evidence

 Upload File

Revised Drawings or RFI Documents

 Upload File

Description of Deviation from Original Scope

Write something...

Associated Documents Attached

- ☐ RFI (Request for Information)
- ☐ Subcontractor Quote
- ☐ Updated Site Photos
- ☐ Manufacturer Specifications
- ☐ Material Delivery Tickets

Originator Verification

Stakeholder Review & Approvals

The workflow for circulating the change order to Project Managers, Owners, Architects, and Engineers for formal sign-off.

Required Approval Parties

- ☐ Project Manager
- ☐ Owner/Client
- ☐ Architect/Engineer
- ☐ Subcontractor
- ☐ Quantity Surveyor

Review Submission Date

Approval Comments & Instructions

Authorized Approver Signature

Signed Approval Document

 Upload File

Contract Amendment & Legal Compliance

Ensuring the change order is legally binding, adheres to contract terms, and updates the formal agreement documentation.

Amendment Execution Date

Enter date...

Amendment Type

- ☐ Cost Increase
- ☐ Cost Decrease
- ☐ Schedule Extension Only
- ☐ Scope Modification (No Cost/Time Change)

Legal Description of Contract Modification

Write something...

Executed Legal Amendment Document

 Upload File

Authorized Project Representative Signature

Compliance Checkpoints Completed

- ☐ Insurance Certificate Verified
- ☐ Updated Bond Coverage Confirmed
- ☐ Subcontractor Notice Provided
- ☐ Legal Counsel Review Completed

Post-Approval Implementation

Procedures for updating the budget tracker, notifying the field team, and adjusting procurement orders.

Implementation Start Date

Enter date...

Updated Budget Allocation

Write something...

Affected Project Workstreams

- ☐ Procurement
- ☐ Subcontractors
- ☐ Labor/Manpower
- ☐ Equipment Rental
- ☐ Material Delivery

Updated Project Schedule/Gantt Chart

 Upload File

Project Manager Verification

Final Closeout & Archiving

Final verification of payment application alignment and storing the executed change order in the permanent project record.

Date of Final Archiving

Enter date...

Archive Reference Number

Write something...

Documents Uploaded to Project Directory

- ☐ Executed Change Order PDF
- ☐ Updated Project Budget Sheet
- ☐ Updated Project Schedule
- ☐ Updated Site Photos

Final Signed Approval Document

 **Upload File**

Project Manager Final Verification

Archiving Notes & Discrepancy Remarks

Write something...

 **Previous**

> Next

 **Finish**

 **Generate Sample Report**