

Change Order Tips for General Contractors:

- **Establish a policy for Change Order Requests (COR) management** on a project and include the following details:
 - When a COR is required to be submitted
 - Parties COR are to be submitted to
 - Documentation necessary for the subcontractor to include when submitting a COR
 - Communication with the Subcontractor on the COR should include the following:
 - Define the cycle for approval (i.e., who is in the approval process and in what order)
 - Frequency of communication with the subcontractor regarding the COR and who they can expect to hear from
 - At a minimum, where it is in the approval cycle, whose desk it is sitting on, and current status
- **Establish a standing meeting that is specific to change orders**
 - Include all subcontractors, stakeholders and the owner
 - An open forum style meeting
 - Problem solve proactively
- **Contract language**
 - Create specific language in your subcontract agreement to ensure subcontractors submit timely COR requests
 - Require subcontractors to provide specific documentation when submitting a COR – clearly define what is expected with each COR submission
 - To avoid delays on more complex COR's involving multiple scopes, and in the event a subcontractor is not responding, create the ability to assign a value to what they are paid for their potential portion of the COR, and require that value is to be accepted.
 - Include the process you will follow to come up with that value
 - This prevents delays of getting a more complex COR approved that involves multiple trades and parties



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