Field Work Order

Division of Administration and Finance
Planning + Design + Construction
PO Box 210186 ▪ Cincinnati, Ohio 45221-0186

UNIVERSITY OF Cincinnati

To _____

_____

_____

Field Work Order No. _____

UC Contract No. _____

Purchase Order # _____

Project Name _____

Project Location _____

Basis of Field Work Order

☐ Error / Omission ☐ Differing Site Condition

☐ Owner Request ☐ Field Resolution

☐ Value Engineering ☐ _____

Contract Price (indicate if zero cost)

Add: $_____ Deduct: $_____

Contract Time

☐ No Change ____ Days Added ____ Days Deducted

Cost Basis (check all that apply)

☐ Time & Material Not to Exceed ☐ Fixed Price

☐ Allowance (described below) ☐ Unit Price

Your company is authorized and directed to proceed with the following (attach additional sheets if needed):

Justification

Special Notice: This Field Work Order identifies satisfaction of all compensation and time adjustments related to this change to the Work.

Construction Manager Recommendation

Name _____

_____ _____

Signature Date

Owner Acceptance and Funding Acknowledgement

Name _____

_____ _____

Signature Date

A/E Recommendation

Name _____

_____ _____

Signature Date

Contractor Concurrence

Name _____

_____ _____

Signature Date