## PLANNING AND CONSTRUCTION CHANGE ORDER WORK INSTRUCTION FOR CONSTRUCTION PROJECTS (PCD-W002)

Sacramento City Unified School District

1.0	SCOPE:			The online version of this procedure is
	1.1	This work instruction applies to the Planning and Construction Department and describes actions for processing a change order.		official. Therefore, all printed versions of this document are unofficial copies.
2.0	RESI	PONSIBILITY:		
	2.1	Project Manager (PM)		
3.0	APPI	ROVAL AUTHORITY:		
	3.1	Director, Planning & Construction	Signature	Date
4.0	DEFI	NITIONS		
	4.1	PM – Project Manager		
	4.2	DCP – Director of Planning & Construction		
	4.3	PCD – Planning & Construction Department		
	4.4	ASO – Assistant Superintendent, Operations		

## **5.0 WORK INSTRUCTION:**

4.5 NOC – Notice of Completion

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## **8.0 REVISION HISTORY:**

Date:	Rev.	<b>Description of Revision:</b>
03/25/04	Α	Initial Release
12/05/07	В	Original – changes included

Date: 12/17/08; Rev. C DOC#: PCD-W002 Page 2 of 2