



JCR -CP-12
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CONSTRUCTION CHANGE DIRECTIVE

RECOMMENDATION:

The 1997 Edition of A-201 authorizes changes to the work to be accomplished by one of three methods: Change order, Construction Change Directive, Minor Changes in the Work. (No cost involved.)

A change order should be used only where the owner, contractor and architect all agree upon: the change in the work; the amount of the contract price adjustment; and, the extent of contract time adjustment.

A construction change directive, on the other hand, should be used only in the absence of total agreement on terms of a change order.

The recommended methods for determining adjustments to the contract sum are set forth in JCR-CP-10.

COMMENTS:

1. Architects should avoid using Construction Change Directives interchangeably with change orders or prepare a change order on a construction change directive form.
2. Amounts not in dispute under a construction change directive may be included by the contractor in the application for payment.
3. Contractors should avoid performing work not specified in the contract without a signed construction change directive or change order.

Rev. 02/04

End of JCR-CP-12

This recommendation, while not mandatory, is the diligent work of a committee which is drawn from a cross section of the construction industry represented by architects and general contractors. The committee presents this recommendation with the expectation that it will be adhered to voluntarily.