

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
**Division of Finance and Internal Operations**  
**Bureau of School Facilities**

**INSTRUCTIONS**

**FORM ED042CO**  
**NOTICE OF CHANGE ORDER**

(Revised 5/09)

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- Provide school district name, the name of the facility where project is taking place and the project number assigned by the State Department of Education in the appropriate boxes. Be sure to include the letter suffixes indicating project type in the project number. Projects granted renovation status should be identified with the suffix RNV.
- State Change Order Number: Must be sequential regardless of phasing. Multiple contractor change orders can be listed on page 2.
- Contractor Change Order Number: This space is provided for your own record keeping purposes if you maintain identification numbers which differ from the State numbers. This information is optional.
- Complete the summary of the construction contract revisions. For definitions, see reverse side of form.
- Briefly describe the change, the reasons therefore, and the code requirements, unforeseen circumstance or emergency situation which led to the making of this change order. Enclose attachments if necessary. On projects with multiple prime contractors, provide number of the related change order when they balance each other (add/deduct).
- Certifications: Check the appropriate box in the certification. Obtain all signatures and dates on the appropriate lines. Architect/Contractor's name refers to the firm named in the contract.

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- Give details of the cost of the change order. Line items new to the contract, or increases in existing line items are shown as positive numbers. Deletions or decreases in existing line items are shown as negative numbers.
- List and total the cost changes for all eligible items included in this change order, in the spaces provided.
- List and total the cost changes for all ineligible items included in this change order, in the spaces provided.
- The total cost of eligible items plus the total cost of ineligible items must equal the "Cost of This Change Order" reported on the front page of this form.
- Itemized breakdowns are required for change orders including both eligible and ineligible items (e.g. material/labor costs for window replacements). Identify repairs/replacement costs in existing buildings and work outside of school property lines. See "Ineligible and Limited Eligible Costs Worksheet" for reference.

If you have any questions, do not hesitate to contact George Semenech at [george.semenec@ct.gov](mailto:george.semenec@ct.gov) or 860-713-6485.