

# Change Order Review Checklist

## Work through this before you sign.

Most homeowners approve their first change order without knowing what a complete one looks like. These are the items worth confirming while you still have room to ask.

### THE DOCUMENT

- ☐ It's in writing
- ☐ The work is described specifically enough that another contractor could price it
- ☐ It identifies who requested the change
- ☐ It references the original contract and states the new contract sum
- ☐ It's dated
- ☐ It's presented **before** the work proceeds

### THE PRICE

- ☐ Materials and labor are shown separately
- ☐ Any markup or overhead-and-profit line matches the rate in your contract
- ☐ **Credits are shown for any work removed** from the original scope
- ☐ Unit prices are consistent with the original bid
- ☐ If this is an allowance overage: the allowance, the actual cost, and the difference are all shown

### THE SCHEDULE

- ☐ **The change order states how many days it adds**
- ☐ That number is agreed now, in writing — not reconstructed later

### THE FIVE KINDS OF CHANGE

1. You changed something
2. Something was found that nobody could see
3. Something was missing from the original scope
4. An allowance ran over
5. Something has to be redone

*Ask which one this is. Many change orders are two or three of them bundled into a single number.*

### THE SCOPE

- ☐ I know which kind of change this is
- ☐ I've seen what the original bid included for this item
- ☐ I've checked this work isn't already covered elsewhere in the contract
- ☐ Downstream effects are included, not just the visible work
- ☐ I know what happens if I decline

### THE RUNNING TOTAL

All change orders approved to date

Original contract sum

New contract sum

Remaining contingency, if any

### BEFORE SIGNING

- ☐ I've asked for anything missing above and received it
- ☐ My architect has reviewed it, if construction-phase services are in their contract
- ☐ I understand what I'm approving, not just what it costs
- ☐ I'm signing before the work happens, not after

This checklist is general information for homeowners. It is not legal advice and not a review of your specific project. If you are facing a stopped project, a lien, or a decision about withholding payment, talk to a construction attorney licensed in your state.

### Questions about a change order in front of you right now?

A free 15-minute introduction call is a short conversation about what's happening on your project and whether MEAA is a fit.

[meaagroupconsulting.com/start](https://meaagroupconsulting.com/start)