Facilities Management is responsible for management of Change Order documents related to Facilities design and construction projects. Change order documents must be processed in a timely manner to minimize design and construction delays.

1. The Project Manager assigned to the project will review all proposed construction project Change Orders to determine their validity and accuracy. Each proposed Change Order must be accompanied by back-up documentation clearly showing the breakout of manpower and material costs.

2. The validated proposed Change Order cost amount will be reviewed to verify where the funding exists to cover the amount. When the money has been set aside for the Change Order, it will be presented to the President for approval.

3. If the amount of the Change Order, together with a Guaranteed Maximum Price (GMP) previously approved by the President exceeds CATEGORY FIVE, as provided for in Section 287.017 F.S., the Change Order shall be presented to the BOT for approval.

**Exception:** If the project GMP was originally approved by the Board of Trustees, then the President may approve Change Orders up to CATEGORY FIVE 287.017 F.S., per project. The President shall present to BOT at the next scheduled meeting, a list of these Change Orders.