

Change Order Log

Project Name: _____

Project Number: _____

Date: _____

Prepared By: _____

Change Order Summary

#	Change Order No.	Date Issued	Description	Requested By	Status	Cost Impact	Time Impact	Approved By
1	CO-001	2024-05-17	Add new electrical outlets in office area	Client	Approved	\$2,500	+2 Days	J. Smith
2	CO-002	2024-05-23	Modify HVAC duct layout	Architect	Pending	\$1,200	0 Days	-
3	CO-003	2024-06-01	Upgrade flooring material in lobby	Owner	Rejected	\$3,000	+1 Day	-

Important Notes

- All change orders must be formally documented and approved before implementation.
- Update this log regularly to track the status and impacts of all changes.
- Include cost and time impacts to provide clear project performance visibility.
- Retain copies of all supporting documentation for each change order.
- Reviewed change orders should reflect final approval status for audit purposes.