

Field Order

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Used to issue a Field Order to CM/Contractor.		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Field Order form		
FOR USE WITH:	CM/Contractor Agreement		
COMPLETED BY:	<input checked="" type="checkbox"/> Filling in	<input type="checkbox"/> Adding Text	<input type="checkbox"/> No Data Required
ITS USE IS:	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Optional	

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. The CM/Contractor completes the form.

Modifications and Additions:

None

Comments:

1. A field order does not require CM/Contractor's signature to be binding on CM/Contractor.

Project Name: { }

Project No.: { }

EXHIBIT {NUMBER}

FIELD ORDER

University of California Facility: {FACILITY}

FIELD ORDER NO. _____

Project Name: _____

Project Number: _____ Contract Date: _____

To
CM/Contractor: _____

Address: _____

DESCRIPTION OF WORK:

Project Name: { }

Project No.: { }

Estimated Adjustment
of Contract Sum: _____

Estimated Adjustment
of Contract Time: _____

(University's Representative)

By: _____
(Signature)

(Title)

Date: _____

(University Project Manager)

(Signature)

(Title)

Date: _____

(CM/Contractor)

(Signature)

(Title)

Date: _____

NOTE: If the Work described above constitutes a change, this Field Order will be superseded by a Change Order that will include the scope of the change in the Work and any actual adjustments of the Contract Sum and the Contract Time. Field Order shall only be used for Work currently under contract; and shall not be used to modify Option Sum or Option Time.