

From: Benedict Gurney

Sent: Wednesday, November 01, 2000 11:05 AM

To: Bob Olbinski; Chris Franks; Clyde King; Dave Shane; David Schlieff; Dennis Bruns; Jerry Hughes; Jim Crume; Joe Falinski; Katherine Hensman; Norm Smith; Pat Laird; Rob Pecha; Ron Dorsey; Steve Bruflat

Cc: Daniel Miller; David Rodriguez; Howard Stevens; James Sharpe; Kenneth Richmond; Louis Furubotten; Michael Hineman; Robert Canady; Robert Umbanhowar; Steve Laing; Charles Deutschlander; Henri Verdugo; James Edwards; Martin Ross; David Tyler; Jeff Ross; Mike Puicon; Mitchel Colvin; Regis Tolbert; Robert Cruz; Tim Wagner; Raymond Vigil; Vira Meza

Subject: Change Order Procedure

It has been the policy of ADOT to insert a list of completed Change Order Tasks into the front of the signed original of the Change Order Form. To streamline the Change Order process, it has been the decision of ADOT RW Plans Management to enumerate the completed Change Order Tasks on a separate sheet of paper which will be attached to the Change Order Form.

It is now requested of the person doing the Change Order (ADOT RW Staff person or On-Call Plans Consultant) to enumerate the completed tasks in a MSWord document and to transmit this document to the ADOT RW Plans Reviewer via e-mail. It will be the responsibility of the Reviewer to paste the text of the document into the Change Order Form, to print the attachment, and to attach the print to the signed original of the Change Order Form.