

Variation Order Checklist for UGC AA&I Projects (V.O. >\$300,000)

Institution: _____

Project title: _____

Draft Variation Order (V.O.) No. _____

Description of the work as stated in V.O. :

Background Information / Scope of V.O. Works / Reason for the Change:

Estimated Cost Implication: _____

Remaining Contract Contingencies after this variation is ordered: _____

Programme Implication: _____

	Yes	No	N.A.
(1) Is the proposed variation within the approved scope of works of the AA&I project?	<input type="checkbox"/>	<input type="checkbox"/>	
(2) (a) Does the proposed variation cover both subvented and non-subvented works?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) If the answer to (2)(a) is yes, has the estimated cost of this V.O. been splitted into subvented and non-subvented portions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) (a) Will the approved project estimate of the project be exceeded as a result of the proposed variation?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) If the answer to (3)(a) is yes, will the shortfall be met by the institution's own funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Does the works of the subventable portion involve any works above the normal subvention standard (such as finishes and materials)?	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N.A.
(5) (a) Does the proposed variation (of the subventable portion) involve modification / correction / demolition and reconstruction of newly constructed works under the same AA&I project leading to abortive works?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) If the answer to (5)(a) is yes, has the responsibility been established and the relevant costs apportioned (and met by the institution's own funding) accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) (a) Will the proposed variation cause any extension of time / claim for loss and expense be granted/ paid to the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) If the answer to (6)(a) is yes, will the payment for the claim of loss and expense be met by the subvented funding of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature:

Name : _____

Director of Estates/Campus Development/Facilities Management #

Date : _____

please edit/delete as appropriate