# Change Document Reason Codes

These codes are to be used to identify the reason for a change to a project during construction. They are used on the following forms:

* [Change Request (CR)](https://www.alberta.ca/system/files/custom_downloaded_images/tr-01-26-63-01.docx)
* [Change Authorization (CA)](https://www.alberta.ca/system/files/custom_downloaded_images/tr-01-26-63-03.docx)
* [Change Directive (CD)](https://www.alberta.ca/system/files/custom_downloaded_images/tr-01-26-63-04.docx)

(Note: reason codes for Change Orders are listed on page 2.)

| Code | Title | Definition |
| --- | --- | --- |
| 1 | Cash Allowance | A sum of money that is required to be carried in the Contract Price for products or work that is known to definitely be required, but which cannot be specified with adequate detail to permit accurate pricing at the time of the bid call. (Sometimes called Prime Cost Sum.) |
| 2 | Design Discrepancy | Design that should have reasonably been anticipated by the consultant team and included in the design documents (an error or omission). |
| 3 | Regulatory Change | Scope required as a result of a new verbal or written directive from an authority having jurisdiction. |
| 4 | Site Condition | A building and/or site condition that could not be reasonably anticipated. |
| 5 | Cost Saving | A change in scope that results in a credit to the project. |
| 6 | Design Improvement | Scope increase or change to improve the project design. |
| 7 | User Change | A change requested by the client. |
| 8 | Furniture / Equipment Change | A change required as a result of client supplied furnishings or equipment changes. |
| 9 | CM Error | An error in executing the work by the Construction Manager. |

The following codes are to be used to identify the reason for a change to a contract. These codes are used on the following form:

* [Change Order (CO)](https://external.infrastructure.alberta.ca/PMCOE/PIMS/MasterRepository/CA_CM_Change_Order_Template.docx)

| Code | Title | Definition |
| --- | --- | --- |
| 10 | Contract Reconciliation | A contract adjustment to reconcile contract values that does not related to a scope change. |
| 11 | Schedule Change | An adjustment to the contract time. |
| 12 | Contract Terms and Conditions Change | Any change, addition or deletion of contract terms and conditions (e.g. changing staff, changing of which legislative act is applicable (e.g. public works or lien act), changing labour rates, etc.) |
| 13 | Major Scope Change | Any additions or deletions to the scope as defined in Schedule A and/or the Amendments of the contract. |