

DESIGN CHANGE REQUESTS ISSUED BY THE SAIC OPERATIONS AND MAINTENANCE DEPARTMENT TO FME  
IDENTIFYING AND DOCUMENTING A CHANGE TO AN EXISTING BUILDING/STRUCTURE/FACILITY

By SAIC Operations and Maintenance Department To FME Identifying and documenting a change				<b>DESIGN CHANGE REQUEST</b>		{1} PAGE 1 OF	
						DESIGN CHANGE REQUEST NUMBER	
						{2}	
WORK ORDER NUMBER {3}		DOCUMENT NUMBER {4}		SHEET	REV. NO	TITLE OF DOCUMENT  {5}	

REASON FOR CHANGE  
  
{6}

DESCRIPTION OF CHANGE {7}

DESIGN CHANGE REQUEST FORM INSTRUCTIONS

1. Page number and total number of pages (to be completed by FME).
2. DCN number (sequential) (to be completed by FME).
3. Work Order Number(to be completed by the SAIC Operations and Maintenance Department).
4. Document number, document sheet number, if applicable, and document revision number(to be completed by FME).
5. Title of document being revised(to be completed by FME).
6. Reason for change.(to be completed by the SAIC Operations and Maintenance Department).
7. Detailed description or sketch of change. Use continuation sheets as necessary. .(to be completed by SAIC Operations and Maintenance Department).
8. To be signed and dated by the SAIC Operations and Maintenance Department.
9. To be completed/signed by the FME Discipline Engineer for the Scope of Work.
10. To be signed by the FME Checker.
11. To be signed by the FME Manager of Engineering
12. To be signed by the FME Project Manager.
13. To be signed by the FME individuals involved in the coordination process.
14. To be signed by the FME Contracting Officers Technical Representative.
15. To be signed and dated by the FME Manager of Engineering

INITIATED BY/DATE  
  
{8}

