



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

**CHANGE ORDER CERTIFICATION**

Must be attached to back of Change Order

**Instructions:** This CERTIFICATION is required for all change orders submitted to SED  
 Fill out all three parts completely.

<b>Change Order Number:</b>
C01

**Part One - General Information**

**Provide separate Change Orders for each Project Number**

SED Project Number	<table border="1"> <tr> <td>6</td><td>6</td><td>2</td><td>3</td><td>0</td><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td><td>2</td><td>5</td><td>0</td><td>0</td><td>8</td> </tr> <tr> <td colspan="6">District BEDS Code</td> <td colspan="5">Building Identification Number</td> <td colspan="4">Project number</td> </tr> </table>	6	6	2	3	0	0	0	1	0	0	2	5	0	0	8	District BEDS Code						Building Identification Number					Project number			
6	6	2	3	0	0	0	1	0	0	2	5	0	0	8																	
District BEDS Code						Building Identification Number					Project number																				

District & Building Name Yonkers - Museum School 25

Type of Project  Reconstruction /Alteration  Addition & Alteration  New Building  Other

Project Description Reconstruction Bulding Envelope, Interior Finishes & Site Work

Architect / Engineer firm Greenman-Pedersen, Inc. 400 Rella Blvd S#207, Montebello, NY 10901  
name address

Contact Person William Miedema - Mechanical Engineer 845-547-2364 wmiedema@gpinet.com  
name & title phone number & e-mail

Construction Manager firm Savin Engineers, P.C 3 Campus Drive, Pleasantville, NY 10570  
name address

Contact Person Francis Milito - Project Executive 914-769-3200 ext. 216, fmlito@savinengineers.com  
name & title phone number & e-mail

District Contact Person Lee Pavone - Sr Mech Engineer, 914-376-8008, lpavone@yonkerspublicschools.org  
name & title phone number & e-mail

**Part Two**

**Provide the following information for each individual item in the change order:**

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. **Requested By** (Who initiated the change request)
- B. **Relationship to Project Scope** (How is this change related to the original project scope)
- C. **Basis of Need** (Describe why the change is needed)
- D. **Description of Work** (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

See attached Detailed Change Order Log for Contract #3 Empire. A. Requested by Yonkers Public Schools & AE. B. Relationship to Project Scope: See Change Order attachments describing the change related to the orginial scope. C. Basis of Need: See Change Order attachments explaining the need for the change. D. Description: See Change Order attachments for description of changes.
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