SITE survey. APP

SITE SURVEY REPORT

# Construction variation order template

| | |
|---|---|
| Prepared for | Example Works - fictional (fictional) |
| Date | 9 Oct 2026 |
| Site | Example Works - fictional |
| Prepared by | Example coordinator |

FORM

# Construction variation order template

## 1. Scope and reference

| | |
|---|---|
| **Project or site** | Example Works - fictional |
| **Record reference** | VO-014 |
| **Record date** | 9 Oct 2026 |
| **Prepared by** | Example coordinator |
| **Work area or asset location** | Area A |
| **Contract reference** | Example contract C-01 |
| **Original scope or drawing reference** | Layout A-101 revision B |
| **Change requested by** | Example client representative |

## 2. Proposed change

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|---|---|
| **Type of change** | Combination |
| **Proposed added, omitted or altered work** | Add a partition and omit the superseded finish. |
| **Reason for change** | Revised room layout requested. |

## 3. Proposed impacts

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|---|---|
| **Is a cost proposal available?** | Yes |

### Proposed cost items 1: Partition proposal

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|---|---|
| **Item description** | Partition proposal |
| **Cost direction** | Addition |
| **Proposed amount excluding tax** | 800 |
| **Currency** | GBP |

### Proposed cost items 2: Omitted finish

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|---|---|
| **Item description** | Omitted finish |
| **Cost direction** | Omission |

| | |
|---|---|
| **Proposed amount excluding tax** | 100 |
| **Currency** | GBP |
| **Additions** | 800 |
| **Omissions** | 100 |
| **Net change (additions less omissions)** | 700 |
| **Cost assumptions, exclusions and tax treatment** | Illustrative amounts only; tax excluded. |
| **Is a time impact proposed?** | Not yet known |
| **Proposed effect or information still required** | Programme effect to be assessed. |

> Amounts are entered proposals, not a contract valuation. Record additions and omissions separately. The totals assume every row uses the same currency.

## 4. Recorded decision

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|---|---|
| **Decision status** | Under review |

## 5. Next action

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|---|---|
| **Action to take or no-action explanation** | Obtain the authorised decision and programme assessment. |
| **Responsible person** | Example commercial lead |
| **Record acknowledged by** | Example commercial lead |
| **Acknowledgement** |  |