

Commonwealth of Pennsylvania
 Department of General Services
 Document Review Division
 Harrisburg, Pennsylvania

**Request
 for
 Extension of Time
 Change Order**

Project No. _____
 Contract No. _____
 Project Title _____

Date: _____

For DGS
 (Region)
 Use Only

Request No.

Contractor

Name & Address

Beginning Date of Delay -

Ending Date of Delay -

Number of Days -

What Caused the Delay?

How Did This Stop/Slow Construction Progress?

What Items of Work (From GSC-35 Progress Schedule) Were Affected By This Delay?

Were There Other Work Items That Could Have Been Done During The Delay?

I attest that the above facts are true and correct and that I am authorized to make this request on behalf of the contractor.
 This request is made pursuant to the General Conditions of the Contract and is without prejudice to the Contractor's rights under the General Conditions. It is understood that a grant of an extension of time by the Department is not an admission by the Department that it caused the delays incurred by the Contractor, nor that it is responsible for any costs incurred by the Contractor as a result of the delay. It is also further understood that the Extension of Time Request will not be introduced into evidence by either party to prove responsibility for any delays in the event that a claim related to the extension of time results in litigation.

For Regional Office Use Only

Date Received _____

Date Acknowledged _____

Date Sent to Prof./Hbg. _____

Signature – Contractor

Regional Director's Recommendation	Number of Days Recommended -
Comments:	
_____ Signature Date	
Professional's Recommendation	Number of Days Recommended -
Comments:	
_____ Signature Date	
Legal Counsel Recommendation	Number of Days Recommended -
Comments	_____ Signature Date
For Bureau of Construction – Administrative Unit Use Only	
Received from Professional/Region ___/___/___ Letter to Contractor ___/___/___	
Director of Construction – No. of Days Recommended – _____	Number of Days Approved - _____
_____ Signature Date	_____ Deputy Secretary for Public Works Date