West Chester Area School District
Property and Finance Committee
Memo Item for November 16, 2026

**Change Orders – Renovations & Additions to Mary C Howse Elementary School**

Attached is the spreadsheet which identifies change orders that were needed to complete the ongoing renovations and additions to Mary C Howse Elementary School. The change orders are considered time sensitive to complete this phase of the renovations.

| | | |
|---|---|---|
| PC-06 | Install temporary roof drains at the main lobby at the end of phase 2. | $1,667.50 |
| PC-07 | Provide drain line location services in room 23 and 24 for underground piping. | $2,277.00 |
| PC-08 | Install temporary roof drains at the C wing corridor between phase 3 and phase 4 classrooms. | $1,500.75 |
| PC-09 | Replace additional 3" drain line under the adult restrooms in the toilet room across from the library | $8,156.22 |
| PC-10 | Change Kitchen toilet room sink from counter mounted to wall mounted sink. | $1,104.17 |
| PC-11 | Provide a natural gas line to the new kitchen steamer. | $1,491.62 |
| PC-12 | Provide new water and drain piping to the new kitchen steamer. | $2,855.52 |
| PC-13 | Provide new water and drain piping to the new kitchen serving line. | $5,007.66 |
| PC-14 | Replace broken drain on boys urinal in gym toilet room. | $1,351.56 |

If you have any questions, please do not hesitate to contact me.

Thank you,
Damon Gonzaga
Capital Program Manager

Plumbing Contractor: Five Star, Inc.

Original Contract: $ 1,628,000.00
Change Orders to Date: $ 35,346.10
Revised Contract: $ 1,663,346.10

A. Unforeseen Field Conditions
B. Design Errors
C. Design Omissions
D. Changes Required by Public Bodies, Code Changes
E. Contract Completion Date Changes
F. Owner Requested Changes
G. Staff Requested Credits, Back charges

| Change Order Number | Issue | Cost/(Credit) | Approved Yes | Approved No | Change Order Type | Time Sensitive Yes | Time Sensitive No | Remarks |
|---|---|---|---|---|---|---|---|---|
| PC-01 | The new sanitary pipe for new room 109 had to be ran across the hall into room 112 and connected to the sanitary sewer under the floor. | $3,252.00 | X | | A | X | | The sanitary pipe under the floor in room 109 is encased in a concrete footer. In order to connect the sink in rm 109, the contractor had to cut the corridor floor, install additional piping and connect the new pipe to the sanitary line under the slab in room 112. The floor was patched after the work was completed. |
| PC-02 | Relocate the existing roof drain and rainwater piping on the low roof area above existing room 16. | $1,758.70 | X | | A | X | | The roof drain was too close to the new roof top unit curb. The drain was required to be relocated further away from the curb to permit the water to flow to the drain. |
| PC-03 | Cut out an existing clean out in the new electrical room, cap the pipe below the floor and patch the floor. | $2,214.64 | X | | C | X | | There is an existing sanitary cleanout that extends from the finish floor and is a tripping hazard in the new electrical room 025. The cleanout needs to be removed, and the piping capped below the floor. The cleanout was not seen prior to cleaning out the old space for renovations. |
| PC-04 | Provide temporary tie in connections for the new roof drains in rooms 23 and 24. | $1,374.76 | X | | F | X | | These roofs were replaced out of sequence and the PC needed to provide temporary watertight connections until the rooms are renovated next summer. |
| PC-05 | Remove existing thickened concrete slabs in the boiler room for the new floor drain piping | $1,334.00 | X | | A | X | | The concrete in several areas was almost 16" thick in several areas that required additional resources to remove to permit the installation of the new floor drain piping in the boiler room. |
| **PC-06** | **Install temporary roof drains at the main lobby at the end of phase 2.** | **$1,667.50** | **X** | | **A** | **X** | | **These roofs were replaced out of sequence and the PC needed to provide temporary watertight connections until the Main Lobby was renovated in the summer of 2026.** |
| **PC-07** | **Provide drain line location services in room 23 and 24 for underground piping.** | **$2,277.00** | **X** | | **A** | **X** | | **The underground piping was not in the expected location from the last set of plumbing as builts. The PC hired a location company to find the lines under the concrete slab.** |
| **PC-08** | **Install temporary roof drains at the C wing corridor between phase 3 and phase 4 classrooms.** | **$1,500.75** | **X** | | **A** | **X** | | **The phase 3 and phase 4 roofs were installed out of sequence to prevent low areas from holding water. The plumber needed to work ahead with temporary connections into the phase 4 area.** |
| **PC-09** | **Replace additional 3" drain line under the adult restrooms in the toilet room across from the library** | **$8,156.22** | **X** | | **A** | **X** | | **This line was shown as 4" in the area under the existing faculty toilet room. This line was only 3" when the PC removed the concrete floor. The PC had to remove the existing 3" and replace with 4" in this area and into the area under the new custodial closet. The line was increased due to the additional fixtures in this area.** |
| **PC-10** | **Change Kitchen toilet room sink from counter mounted to wall mounted sink.** | **$1,104.17** | **X** | | **A** | **X** | | **The kitchen toilet room was shown to be a counter style drop in sink. This sink was changed to a wall mounted fixture in lieu of adding a counter top to this space.** |
| **PC-11** | **Provide a natural gas line to the new kitchen steamer.** | **$1,491.62** | **X** | | **A** | **X** | | **The district supplied the new steamer and supplied a model that uses gas and not electrical. A gas line was added.** |
| **PC-12** | **Provide new water and drain piping to the new kitchen steamer.** | **$2,855.52** | **X** | | **C** | **X** | | **The design team did not include water and drain piping in the scope for the new kitchen steamer.** |
| **PC-13** | **Provide new water and drain piping to the new kitchen serving line.** | **$5,007.66** | **X** | | **A** | **X** | | **The new serving line required a water connection and drain connection. This hot side of the serving line had a built-in water connection that the staff can use instead of carrying water to the serving line to keep the food warm.** |
| **PC-14** | **Replace broken drain on boys urinal in gym toilet room.** | **$1,351.56** | **X** | | **A** | **X** | | **A urinal in the boys room was removed from service during the school year for a leak. It was determined during renovation the pipe behind the urinal was broke and leaking. The pipe was not scheduled to be replaced.** |

| Mary C Howse ES Additions and Renovations 2024 Contingency Tabulation | | |
|---|---|---|
| Beginning Contingency Balance [1] | $ | 717,344.84 |
| GC COs approved to date | $ | 329,024.76 |
| EC COs approved to date | $ | 133,695.00 |
| HVAC COs approved to date | $ | 30,765.30 |
| PC COs approved to date | $ | 35,346.10 |
| SC COs approved to date | $ | 92,000.75 |
| RC COs approved to date | $ | (370,461.11) |
| SPK COs approved to date | $ | 4,003.00 |
| Approved MCH COs to date | $ | 254,373.80 |
| Remaining Contingency Balance [2] | $ | 462,971.04 |

[1] Contingency was established at 3% of the construction budget.