**Non-Material Altered (NMA) Change Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NMA # | |  | Facility ID # | | Issue Date: |  |
| Client Document Name: | | | Facility Name and Address: | | HCAI Project Name and Number: | |
| HCAI Concurrence/Date: | |
| Issued by: | | | Contractor RFI | DPOR Stamp: | | |
| Field Condition |
| Owner Request |
| DPOR Revision |
| Subject of NMA: | | | |
| Description of NMA: | | | | | | |
| List of Attached Drawing/Sketches: | | | | | | |
| Check the type of Non-Materially Altered Change this NMA represents – Reference CAC 7-153(b): | | | | | | |
|  | 1. Clarification/interpretation of plans and specifications without structural calculations. | | | | | |
|  | 2. Construction means and methods. | | | | | |
|  | 3. Substitutions of equipment, products, or materials without increasing loads to MPE systems, or increasing lateral or gravity loads. | | | | | |
|  | 4. New details based on other approved details in whole or part, including referenced standards. | | | | | |
|  | 5. Final routing configurations of ducts, conduits, pipes, etc., where shown diagrammatically on the approved plans. | | | | | |
|  | 6. Dimensional changes to rooms that do not affect code required minimums or space requirements. | | | | | |
|  | 7. Relocation of doors, windows, switches, outlets, plumbing fixtures, etc., without code implications. | | | | | |
|  | 8. Cabinetry relocation/reconfiguration without code implications. | | | | | |
| Signature of Submitter: | | | | | Date: | |
|  | | | | | | |