

NOTICE

TO: ALL SUBCONTRACTORS

RE: CLOSEOUT PROCESS

In order to expedite the closeout process, please follow the procedures below when sending us your closeout documents:

- Email all closeout documents to the Project Coordinator.
- Be sure to include all requested documents.
- All warranty letters must have the stated Substantial Completion date listed.
- All warranty letters must be signed.
- We do not need physical copies of any documents.

Let us know of any questions.

Thank you!