CONSTRUCTION DIRECTIVE

Construction Administrator

Revised Time Extension Approval Memorandum

This Directive provides a revised Time Extension Approval Memorandum format, previously located in Approved Forms in ProjectWise. This Directive supersedes CB-2016-1 “Revisions to the Extension of Time Approval Memorandum” which listed previous revisions made to the Memorandum in 2016.

The new revisions to the Memorandum are as follows:

- Notes have been added for clarity of required information.
- Changes “Days Used” to “Total Days Used” as it relates to the Time Extension Analysis.
- Re-emphasizes the need for Calendar Days calculated for the Time Extension to match the Summary Table, as well as the reasons.
  - Associated reasons for the time approved are used for determination of the Department’s Metrics for “On Time.”

This revision, as a result of reviews of approved Time Extension Memorandums, is being made to promote consistency throughout all construction projects. This revised template is to be used starting March 1, 2021.

Use the following links to access the revised template:

ProjectWise
Time Extension Memo Templ_CN_OOC_Correspondence_Jan2021.doc
(pw:\ctdot.projectwiseonline.com:CTDOT\Documents\04.1 - Construction Libraries\04.200 - Approved Forms and Inspection Checklists\)

DOT Tenant SharePoint

BEST Tenant SharePoint

If you have any questions or concerns, please contact Ms. Mary K. Baier, Transportation Principal Engineer, at mary.baier@ct.gov or Mr. Jeffery Hunter, Transportation Supervising Engineer, at jeffery.hunter@ct.gov.

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