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| **To:** | | **Contractor's Name** | | | | |  | **DAS/CS Project No.:** | | | | | | | **DAS/CS Project Number** | | | | | | | |  | | |
|  | | *(Typed Name)* | | | | |  |  | | | | | | |  | | | | | | | |  | | |
| **From:** | | **DAS/CS PM's Name** | | | | |  | **Project Name** | | | | | | | **Project Name** | | | | | | | |  | | |
|  | | *(Typed Name)* | | | | |  |  | | | | | | |  | | | | | | | |  | | |
| **Title:** | | **DAS/CS PM's Title** | | | | |  | **Project Location:** | | | | | | | **Project Location** | | | | | | | |  | | |
|  | | *(Typed Title)* | | | | |  |  | | | | | | |
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|  | **Description of Project Designated Portion thereof:** | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | **Description** | | | | | | | | | | | | | | | | | | | | | |  | | |
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| The Work performed under this Contract has been reviewed and found, in accordance with Article 30 Completion And Acceptance of the DAS Construction Services General Conditions, to be substantially complete to the best knowledge of the Construction Administrator or DB Criteria Architect, Consultant, and Owner. Substantial Completion is that stage in the progress of the Work when the Work, or designated portion of the Work thereof, is sufficiently complete in conformity with the Contract Documents to permit the Owner to occupy or utilize the Work for its intended use. The date of **Substantial** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Completion** of the Project, designated above, orportion thererof, is hereby established as | | | | | | | | | | | | | | | | | | **Insert Date** | | | | | |  | |
| which, except as otherwise noted, is the date of the commencement of applicable warranties required by the Contract Documents and is the date the Owner accepts the Work, or designated portion thereof, as substantially complete and will assume full possession of thereof. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Construction Administrator:** | | | | | | **Name** | | | | |  |  | | | | | | |  |  | | | |  | |
|  | | | | | | *(Typed Name)* | | | | |  | *(Signature)* | | | | | | |  | *(Date)* | | | |  | |
|  | | | | | |  | | | | |  |  | | | | | | |  |  | | | |  | |
| **Consultant:** | | | | | | **Name** | | | | |  |  | | | | | | |  |  | | | |  | |
|  | | | | | | *(Typed Name)* | | | | |  | *(Signature)* | | | | | | |  | *(Date)* | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor or CMR or DB to complete all Work in accordance with the Contract Documents. The responsibilities of the Owner and of the General Contractor or CMR or DB for maintenance, heat, utilities, damage to the Work and insurance are attached.**  **The Contractor or CMR or DB will complete or correct the Work on the list of items hereto within Ninety (90) Calendar Days from the above date of Substantial Completion unless otherwise indicated.** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **General Contractor**  **or CMR or DB:** | | | | | | **Name** | | | | |  |  | | | | | | |  |  | | | |  | |
|  | | | | | | *(Typed Name)* | | | | |  | *(Signature)* | | | | | | |  | *(Date)* | | | |  | |
|  | | | | | |  | | | | |  |  | | | | | | |  |  | | | |  | |
| **Owner:** | | | | | |  | | | | |  |  | | | | | | |  |  | | | |  | |
| (DAS Deputy Commissioner or other Delegated Individual ) | | | | | | *(Typed Name)* | | | | |  | *(Signature)* | | | | | | |  | *(Date)* | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Copies :** | | | |  | Agency |  | GC or CMR or DB | |  | | Consultant | | |  | | | CA |  | Chief Architect | | |  | File | | | | |
|  | | | |  |  |  | | |  | | | | |  | | | |  | | | | | | | | | |
|  | | | |  | DAS Project Support Services | | | | | | Other: | | |  | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

***END***