

## **START AND SUBSTANTIAL COMPLETION MEMO INSTRUCTIONS**

### **Resident Engineer:**

1. Fill in current date
2. Fills in the applicable project information and “Actual Start Date” when the prime contractor began work on the project
3. E-mail copy to Field Report – CPE e-mail account
4. Save the Fillable form

### **Field Reports:**

1. Receives Start Memo in Field Reports – CPE inbox
2. Logs the Start Date on Contract Card
3. E-mails the Project Status Notice to all on Distribution List
4. Save copy onto G: drive Project Files

### **Resident Engineer:**

1. Resident Engineer opens previously saved Start and Substantial Completion Memo
2. Changes date to current date
3. Enters the substantial completion date
4. E-mails copy to Field Report – CPE e-mail account
5. Save the completed form

### **Field Reports:**

1. Receives Substantial Completion Memo in Field Reports – CPE inbox
2. Logs the Substantial Completion Date on Contract Card
3. E-mails Project Status Notice to all on Distribution List
4. Copy in G: drive Project File