



MEMORANDUM

TO: Distribution List

FROM: John J. Ponce

DATE: _____

SUBJECT: PROJECT STATUS REPORT

RE: START MEMO/SUBSTANTIAL COMPLETION MEMO

PLEASE BE ADVISED THAT THIS OFFICE WAS NOTIFIED BY:

Name	Title
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THAT CONSTRUCTION ON	TRACS NO	PROJECT NO.	UNIT
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TYPE OF CONSTRUCTION _____

CONTRACTOR _____

Date Work Started _____

Date Work Completed _____