Notice to Proceed SE–390:

APPROVED SE–390
Receive Approved SE–390 form from MUSC, Controller.

1. Create Fax Cover Letter
2. Send Approval notice of Notice to Proceed (SE–390) to Contractor.

   Copy: Project Manager (Mailbox)
       Architect (fax)
       Engineer (fax)
       Inspector (Mailbox)
       Bldg. Engineer (Mailbox)
       Director of engineering (Mailbox)
       Director, Occupational Safety, (fax)
       OSE, Phil Gerald (Mailbox)

MAIL
*Create letter to Contractor transmitting signed agreement; “Agreement Transmittal”

   Copy: Project Manager (Mailbox)
       Architect (fax)
       Engineer (fax)
       OSE – Phil Gerald (Mailbox)
       Director of Engineering (Mailbox)

Mail letter + Engineering & Facilities Construction Contractor Procedures + copy of Standard Form of Agreement Between Owner and Contractor (AIA Document A101)
NOTICE TO PROCEED SE-390

Next Review Date: 5-1-2007

John C. Malmrose  
Chief Facilities Officer  
Engineering & Facilities

Debbie Zerba  
Administrative Coordinator  
Engineering and Facilities

Effective Date: January 1, 2006