

Date:

Name/Address

Subject: Project No:  
Project Name  
Notice to Employ Extraordinary Measures

Dear \_\_\_\_\_:

Please reference your approved construction schedule. Based upon progress to date it is clear the work has fallen behind and is not progressing in a manner consistent with your schedule. Therefore, you are directed to immediately commence extraordinary measures as necessary to bring the progress of the work into compliance with your schedule. Such extraordinary measures shall be in accordance with and as defined in Article 3.17.4 of the General Conditions and shall continue until the work is back on schedule. This is an inexcusable delay and as such all additional costs resulting from or associated with the implementation of this directive shall be borne by the contractor and shall be at no cost to the owner.

Please let me know if you have questions. Thank you in advance for your cooperation.

Sincerely,