



**Facilities Design
& Construction**

TEL 919 856 6350
FAX 919 856 6355

Wake County Office Building, 11th Floor
P.O. Box 550 • Raleigh, NC 27602

{Date}

Certified Mail

{Contractor's Name}
{Contractor's Company Name}
{Address}
{City, State, Zip}

Reference: Wake County {Project}

Dear _____,

In accordance with Article 18.4 of the General Conditions of the Contract for Construction of the above referenced project we have scheduled the one-year warranty inspection. The inspection will be held on _____, 20__ at {time}. Representatives of the Owner, Contractor(s) and Architect/Engineer will meet at {place} to begin the inspection. An inspection of the work will be made for the purpose of identifying defective workmanship and/or materials.

Your cooperation and participation in this effort will be appreciated.

Sincerely,

Project Manager

cc: Consultant
County User Group