

(SCHOOL DISTRICT LETTERHEAD)

Date _____

Bureau of School Facilities
Connecticut State Department of Education
165 Capitol Avenue, Room 258
Hartford, CT 06106

Subject: **PHASING LETTER**
 Facility Name _____
 State Project Number _____

This is to inform you of our desire to submit the construction documents for the above referenced project in phases. The proposed phases and desired submission dates, if known, are as follows:

- PHASE 1 e.g., Hazardous Materials Abatement & Selective Demolition (HM/D)
 Estimated/scheduled PCT submission date: _____
 Estimated Cost \$ _____

- PHASE 2 e.g., Site & Building Construction (SI/ST/A/M/E/P)
 Estimated/scheduled PCT submission date: _____
 Estimated Cost \$ _____

- PHASE 3 e.g., Fixtures, Furnishings, Equipment & Data Technology Equipment (FF&E/DT)
 Estimated/scheduled PCT submission date: _____
 Estimated Cost \$ _____

- PHASE 4 e.g., Playground Equipment & Surfacing (PEA)
 Estimated/scheduled PCT submission date: _____
 Estimated Cost \$ _____

We will proceed with this document submission schedule unless otherwise directed by your office. Furthermore, we will call you to establish a date for any unscheduled PCT meetings in the future.

Sincerely,

Dr./Mr./Mrs. _____
Superintendent of Schools

cc: Design Professional
 Local Board of Education