

# Commercial Construction Deficiency Notice

## Project Information

Project Name

Project Number

Project Address

## Contractor Information

Contractor Name

Contact Person

Phone

Email

## Deficiency Details

Date of Notice

Location of Deficiency

Description of Deficiency

Reference Specification / Drawing (if any)

Corrective Action Required

Date for Completion

Issued By

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## For Contractor Use

Response / Comments

Corrective Action Completed On

Contractor Representative

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Reviewed By

Date Reviewed