

EXAMPLE
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

FIRST CONSTRUCTION REPORT

Memorandum to _____ Project No. STP-0055-01(001)/123456-701000
Local Public Agency _____ County Hinds

Place Jackson _____ Project/Detail,
Date 10/27/2008 _____ Property ID or 123456-701000
Maintenance Section

Meadowbrook Road in Jackson _____ Overlay _____
Highway No. and Location Type of Construction

Contractor and Address ABC Construction Co. P.O. Box 123 Jackson, MS 39200 _____

Contract Time Began 10/21/2008 _____ Work Began 10/27/2008 _____

Date Specified for Contract Time to Begin 10/21/2008 _____

Date Notice to Proceed issued 9/24//2008 _____

Nature of Work Erecting Construction Signs _____

Contractor's Superintendent, Address and Phone No. John Doe, P.O. Box 123, Jackson, MS 39200 _____

P.E.'s Address 123 Fourth Street Jackson, MS 39200 _____

Phone Nos. 601-555-1212 _____ Office 601-555-1213 _____ Residence _____

Location of Office 123 Fourth Street Jackson, MS 39200 _____

Date First Construction Engineering Expense Incurred 10/27/2008 _____

Yours truly,

PROJECT ENGINEER

cc: Construction Division
Contract Administration Engineer
District Engineer
Consultant Files

NOTE: Report above as soon as Contractor arrives on project.

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

FIRST CONSTRUCTION REPORT

Memorandum To _____ Project No. _____
State Construction Engineer _____ County _____

Place _____ Project/Detail,
Date _____ Property ID or _____
Maintenance Section

_____ Highway No. and Location _____ Type of Construction

Contractor and Address _____
Contract Time Began _____ Work Began _____
Date Specified for Contract Time to Begin _____
Date Notice to Proceed issued _____
Nature of Work _____
Contractor's Superintendent, Address and Phone No. _____
P.E.'s Address _____
Phone Nos. _____ Office _____ Residence _____
Location of Office _____
Date First Construction Engineering Expense Incurred _____

Yours truly,

PROJECT ENGINEER

cc: Federal Highway Administration (If Federal-Aid Project)
Contract Administration Engineer
District Engineer
State Materials Engineer
Financial Management Division
Files

NOTE: Report above as soon as Contractor arrives on project.