

Subcontractor Coordination Procedures

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Coordination Procedures for [Project Name]

Dear [Subcontractor's Name],

We are pleased to inform you about the coordination procedures in place for the successful execution of our project, [Project Name]. Please adhere to the following guidelines to ensure efficient communication and collaboration:

1. Communication Protocol

All communication related to the project should be directed to [Project Manager's Name] at [Email Address] or [Phone Number].

2. Weekly Meetings

We will be holding weekly coordination meetings every [Day of the Week] at [Time] via [Platform/Location]. Your attendance is mandatory.

3. Reporting Issues

If you encounter any issues on-site, please report them immediately to the Project Manager so we can address them promptly.

4. Safety and Compliance

All subcontractors must adhere to the safety guidelines as outlined in the project manual. Non-compliance will not be tolerated.

5. Submittals

Ensure that all required submittals are completed and submitted to [Submittal Coordinator's Name] at [Email Address] within the required timelines.

We appreciate your cooperation and look forward to a successful project execution.

Best Regards,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]