[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Notice to Clean Up the Site – Clause 38**

This is a Notice in accordance with Clause 38 of the *General Conditions of Contract*.

You are notified that you have failed to keep the Site clean and tidy, in particular:

[Delete before sending. Delete as appropriate]

* you have failed to regularly remove rubbish and surplus materials that is [Insert details and location].
* you have failed to remove Temporary Works and Construction Plant that is [Insert details and location].

You must complete the above mentioned clean‑up work no later than [Insert Reasonable Date] otherwise the Principal may, without prejudice to the Principal's other rights under the Contract, have this work carried out by others, at your cost without further notice.

Yours sincerely

[Insert name]

**Administrator**

C/c:

1. **Principal** – [Insert name]

[Insert address line 1]

[Insert address line 2]

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representativ**e – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]