

sample of letter to commence construction Printable PDF

Sample of letter to commence construction is an essential document that marks the official start of a construction project. Whether you are a contractor, project manager, or property owner, drafting a clear and professional letter to commence construction is crucial for setting expectations, ensuring legal compliance, and establishing a timeline for the project. In this comprehensive guide, we will explore the key elements of a well-crafted letter to commence construction, provide sample templates, and offer tips to ensure your letter meets industry standards and SEO best practices.

Understanding the Importance of a Letter to Commence Construction

What is a Letter to Commence Construction?

A letter to commence construction is a formal notification sent by the project owner or client to the contractor or construction team, indicating the official start date of the construction activities. This document acts as an authorization and serves as a record for contractual and legal purposes.

Why is it Necessary?

- Legal Compliance: Many jurisdictions require a formal notice before beginning construction to ensure all permits and approvals are in place.
- Clear Communication: It establishes a mutual understanding of project timelines and responsibilities.
- Documentation: Provides a record that the project has officially commenced, which is useful for dispute resolution and project management.
- Scheduling: Helps coordinate resources, labor, and equipment deployment.

Key Elements of a Sample Letter to Commence Construction

A professional letter to commence construction should include several essential components to ensure clarity and effectiveness:

1. Date and Recipient Details

Include the date of issuance and the recipient's information, such as the contractor or project manager's name, designation, and company.

2. Subject Line

A clear subject line indicating the purpose, e.g., "Notice to Commence Construction."

3. Introduction

State the purpose of the letter upfront, referencing the contract or agreement and the project details.

4. Project Details

- Project Name: Clear and specific.
- Location: Exact address or site description.
- Start Date: The official commencement date.
- Expected Duration: Estimated completion timeline (if available).

5. Reference to Contract and Permits

Mention any relevant contract numbers, permits, or approvals obtained prior to commencement.

6. Conditions and Requirements

Outline any conditions that need to be met before starting, such as safety measures, site inspections, or approvals.

7. Contact Information

Provide contact details for project coordination or inquiries.

8. Closing Remarks

Express readiness to commence and encourage communication for any clarifications.

9. Signature

Include the signature, name, and designation of the sender.

Sample Template of a Letter to Commence Construction

Below is a sample template that can be customized based on your specific project details:

``plaintext

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Construction Company Name]

[Address]

[City, State, ZIP Code]

Subject: Notice to Commence Construction ? [Project Name]

Dear [Recipient Name],

We are pleased to inform you that, in accordance with our contractual agreement dated [Contract Date], the construction of [Project Name] located at [Project Location] is scheduled to commence on [Start Date].

This letter serves as official notice that all preliminary preparations, permits, and approvals have been secured, and we are ready to initiate construction activities as per the project schedule.

The scope of work includes [brief description of the project scope], and the expected completion date is approximately [estimated duration]. Please ensure that all necessary resources and personnel are prepared to begin work on the specified date.

Prior to starting, please review and adhere to the following conditions:

- Compliance with all safety protocols and site regulations.
- Verification of permits and approvals.
- Coordination with our site supervisor, [Supervisor Name], who will oversee the daily operations.
- Submission of any outstanding documentation, if applicable.

Should you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We look forward to a successful collaboration and the timely completion of this project.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

...

Tips for Writing an Effective Letter to Commence Construction

- Be Clear and Concise: Avoid ambiguous language; specify dates, locations, and responsibilities explicitly.
- Maintain a Professional Tone: Use formal language and proper formatting.
- Include All Relevant Details: Missing information can cause delays or misunderstandings.
- Attach Supporting Documents: Such as permits, project plans, or approvals if necessary.
- Proofread Thoroughly: Ensure there are no grammatical or typographical errors.

Frequently Asked Questions (FAQs)

Q1: When should I send the letter to commence construction?

A1: The letter should be sent after all permits have been obtained, contracts signed, and preparations completed, ideally a few days before the scheduled start date.

Q2: Can I send a digital version of the letter?

A2: Yes, electronic copies via email are acceptable, especially if they include scanned signatures. However, some projects may require physical, signed copies for official records.

Q3: What if there are delays in starting construction?

A3: Communicate promptly with all stakeholders, revise the start date in a new letter if necessary,

and document the reasons for delay.

Conclusion

A well-crafted sample of a letter to commence construction plays a vital role in the successful initiation of any construction project. It ensures clear communication, legal compliance, and proper documentation, thereby minimizing misunderstandings and setting the stage for smooth project execution. By incorporating the key elements outlined above and customizing the template to fit your specific needs, you can create an effective and professional notice that facilitates a seamless start to your construction endeavors.

Remember, attention to detail and professionalism in your letter can significantly impact the project's progress and overall success.

Sample of Letter to Commence Construction

When embarking on a construction project—be it residential, commercial, or industrial—one of the critical preliminary steps is obtaining official approval to commence work. This is usually formalized through a Letter to Commence Construction, a vital document that signals the start of authorized activities on a project site. In this article, we will explore the nuances of drafting an effective letter to commence construction, analyze its essential components, and provide a detailed sample template to guide professionals and project managers through this process.

Understanding the Purpose of a Letter to Commence Construction

A Letter to Commence Construction serves multiple crucial functions:

- **Official Notification:** It informs relevant authorities, clients, stakeholders, contractors, and workers that the project is authorized to begin.
- **Legal Documentation:** Acts as a formal record that the necessary permits and approvals have been obtained, and the project is cleared to start.
- **Clarification of Start Date:** Clearly communicates the commencement date, which can impact project timelines, contractual obligations, and compliance reporting.
- **Ensuring Compliance:** Demonstrates adherence to legal, safety, and environmental regulations that require notice before starting construction activities.

The importance of this document cannot be overstated; it acts as a bridge between approval and action, minimizing misunderstandings and establishing a professional tone aligned with legal and safety standards.

Key Components of a Sample Letter to Commence Construction

A well-drafted letter to commence construction should include several critical sections, each serving a specific purpose. Let's examine these components in detail:

1. Header and Recipient Details

This section includes the sender's and recipient's information:

- Sender's Details: Name, designation, company name, address, contact information, and date of issue.
- Recipient's Details: Usually the relevant authority (e.g., Building Department, Local Council), project owner, or client.

Example:

```
``plaintext

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Contact Number]

[Email Address]

[Date]

``
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2. Salutation and Opening Statement

Formal greeting and a brief statement indicating the purpose of the letter.

Example:

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``plaintext
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Dear [Recipient's Name or Title],

or

``plaintext

To Whom It May Concern,

3. Reference to Approval and Permits

Explicitly mention the permits, approvals, or clearances obtained, referencing permit/license numbers or approval dates.

Example:

> We are pleased to inform you that all necessary permits and approvals for the construction project located at [Project Site Address], under permit number [Permit Number], have been duly obtained from the relevant authorities.

4. Declaration of Intent and Start Date

State clearly the intent to commence construction and specify the planned start date.

Example:

> Pursuant to the approval granted, we intend to commence construction activities on [Start Date], and we anticipate the project will proceed in accordance with the approved plans and schedules.

5. Scope of Work and Project Details

Briefly describe the scope of the project, including type of construction, key milestones, and any relevant project specifics.

Example:

> The scope of work includes the erection of a [building type], encompassing foundation work, framing, roofing, and finishing. The project is expected to span approximately [duration], with

completion targeted for [estimated completion date].

6. Safety and Compliance Assurance

Express commitment to adhere to safety standards and regulations.

Example:

> We affirm our commitment to maintaining safety standards and ensuring compliance with all relevant construction codes, environmental regulations, and occupational health and safety protocols throughout the project duration.

7. Contact Information and Next Steps

Provide contact details for further communication and any additional instructions.

Example:

> Should you require any further information or documentation, please do not hesitate to contact us at [phone number] or [email address]. We look forward to your continued support and cooperation.

8. Closing and Signature

A formal closing statement, signature of authorized personnel, and designation.

Example:

``plaintext

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature]

...

Sample Template of a Letter to Commence Construction

Below is a comprehensive sample letter that incorporates all the key components discussed:

``plaintext

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Authority/Organization Name]

[Recipient Address]

[City, State, ZIP]

Subject: Notice of Commencement of Construction at [Project Site Address]

Dear [Recipient Name or Title],

We are writing to formally notify you that [Your Company Name], having obtained all necessary permits and approvals, intends to commence construction activities at the project site located at [Project Site Address].

This project, identified under permit number [Permit Number], involves the construction of [brief description of the project, e.g., a commercial office building with a total floor area of approximately 10,000 square feet]. The scope of work includes site preparation, foundation laying, structural framing, roofing, electrical and plumbing installations, and finishing works.

Following the approval date of [Approval Date], we plan to initiate construction on [Start Date], with an estimated project duration of [Duration]. We anticipate completing all activities by [Estimated Completion Date], aligning with the approved project schedule.

Our team is committed to adhering strictly to all relevant safety protocols, environmental regulations, and building codes throughout the construction process. We will coordinate with local authorities and stakeholders to ensure seamless operations while minimizing disruptions.

Please consider this letter as an official notice in accordance with applicable regulations, and do not hesitate to contact us should you require any additional documentation or information. We appreciate your support and look forward to working collaboratively towards the successful completion of this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Signature]

...

Best Practices for Drafting an Effective Letter to Commence Construction

While the above template provides a solid foundation, consider these best practices to ensure your letter is professional, comprehensive, and compliant:

- Use Clear and Formal Language: Maintain professionalism with precise language and avoid ambiguities.
- Be Concise but Informative: Cover all necessary details without unnecessary verbosity.
- Reference Supporting Documents: Attach or mention permits, approvals, and relevant project plans.
- Confirm Accuracy: Double-check dates, permit numbers, and project details for correctness.
- Include Contact Information: Make it easy for recipients to reach you for clarifications.

- Maintain a Professional Tone: Respectful and cooperative language fosters positive relationships.

Conclusion

A sample of letter to commence construction is more than just a formal notification; it's a vital document that ensures transparency, compliance, and smooth project initiation. By meticulously including all essential components, referencing approvals, and communicating clearly, project managers and contractors can set a professional tone for the work ahead.

Whether you are a seasoned construction professional or a project manager new to the process, understanding the structure and purpose of this letter helps in safeguarding legal interests and fostering good communication with authorities and stakeholders. With the detailed template and insights provided, you are well-equipped to craft a comprehensive and effective Letter to Commence Construction that aligns with regulatory standards and project requirements.

Note: Always tailor the letter to the specific requirements of your jurisdiction and project scope. Consulting with legal or regulatory experts can ensure your notice complies with local laws and regulations.

Question What is a sample letter to commence construction typically used for? A sample letter to commence construction is used to formally notify relevant parties, such as clients, authorities, or contractors, that construction work is about to begin on a project. **Answer** What key information should be included in a letter to commence construction? The letter should include project details, start date, location, scope of work, references to contracts or agreements, and any required permits or approvals. How can I ensure my letter to commence construction is professional and effective? Use clear, concise language; include all relevant details; address the letter to the appropriate parties; and ensure it is properly formatted and free of errors. When should I send a letter to commence construction? Typically, after all necessary permits have been obtained and contractual agreements are in place, just before the scheduled start date. Are there any legal considerations when drafting a letter to commence construction? Yes, it should reference applicable contracts, permits, and legal obligations, and ensure that the start date aligns with contractual terms to avoid disputes. Can I customize a sample letter to suit different construction projects? Absolutely, you should tailor the template to reflect specific project details, parties involved, and any unique requirements or conditions. Is it necessary to include a project timeline in the letter to commence construction? While not always mandatory, including a brief timeline can clarify expectations and help coordinate schedules among stakeholders. Where can I find reliable templates or samples of letters to commence construction? Templates can be found on legal or construction industry websites, or through professional legal or project management consultants specializing in construction documentation.

Related keywords: construction notice, project start letter, building commencement letter, contractor communication, construction initiation email, site start notification, construction project letter, start work letter template, construction approval letter, site mobilization letter

BUILDING CONSTRUCTION UNIVERSITY OF DELAWARE

Building Construction University of Delaware is a prominent program that prepares students for diverse careers in the construction and building industry. Known for its rigorous curriculum, experienced faculty, and state-of-the-art facilities, this program offers a comprehensive education designed to meet the evolving demands of the construction sector. Whether you're interested in project management, sustainable building practices, or structural engineering, the Building Construction program at the University of Delaware provides a solid foundation for professional success. This article explores the key aspects of the program, including academic offerings, faculty expertise, facilities, career opportunities, and why it stands out as a top choice for aspiring construction professionals.

Overview of Building Construction Program at the University of Delaware

The Building Construction program at the University of Delaware is part of the College of Engineering and the College of Arts and Sciences, offering undergraduate and graduate degrees tailored to meet industry needs. The program emphasizes hands-on learning, technical proficiency, and leadership skills to prepare students for real-world challenges.

Academic Degrees Offered

- Bachelor of Science in Building Construction Management
- Master of Science in Building Construction and Facility Management
- Certificate programs in specialized areas such as sustainable construction and project management

Program Goals and Objectives

- Develop technical knowledge in construction methods, materials, and systems
- Foster leadership and management skills for construction projects
- Promote sustainable and environmentally responsible building practices

- Prepare students for certification exams such as OSHA, LEED, and PMP
- Engage students in industry internships and cooperative education (co-op) opportunities

Curriculum and Course Highlights

The curriculum is designed to combine theoretical knowledge with practical application. Courses are structured to build foundational skills before progressing to advanced topics.

Core Courses

- Construction Materials and Methods
- Structural Analysis and Design
- Construction Project Management
- Estimating and Cost Control
- Construction Safety and Risk Management
- Sustainable Building Practices

Electives and Specializations

Students can select electives based on their career interests, including:

- Building Information Modeling (BIM)
- Green Building Technologies
- Construction Law and Contracts
- Quality Assurance and Control
- Advanced Project Scheduling

Capstone and Practical Experience

- Final year capstone projects involve real-world construction challenges
- Industry internships and co-op programs provide hands-on experience
- Collaboration with local construction firms for site visits and project simulations

Faculty and Industry Experts

The success of the Building Construction program is largely attributed to its faculty, who bring a wealth of industry experience and academic expertise.

Faculty Expertise

- Professors with backgrounds in civil engineering, architecture, and construction management
- Industry practitioners who regularly consult and collaborate with students
- Researchers focusing on sustainable construction practices, innovative building materials, and construction safety

Industry Partnerships

- Collaboration with leading construction firms and industry organizations
- Opportunities for mentorship, internships, and job placements
- Participation in industry conferences and seminars hosted by the university

State-of-the-Art Facilities and Resources

The University of Delaware invests heavily in providing students with modern facilities that mirror real-world construction environments.

Construction Labs and Workshops

- Fully equipped labs for materials testing and structural analysis
- Model construction sites for hands-on learning
- Workshops for developing skills in carpentry, framing, and finishing

Building Information Modeling (BIM) Labs

- Advanced software tools for digital modeling and project simulation
- Training in 3D modeling, clash detection, and construction sequencing

Library and Research Resources

- Access to extensive technical journals, industry reports, and standards
- Dedicated research centers focusing on sustainable construction and engineering innovations

Career Opportunities and Industry Connections

Graduates of the Building Construction program at the University of Delaware are well-positioned for successful careers across the construction industry.

Potential Career Paths

- Construction Project Manager
- Estimator and Cost Analyst
- Construction Safety Officer
- Building Inspector
- Sustainability Consultant
- Facilities Manager
- Construction Engineer

Job Placement and Support Services

- Career counseling and resume workshops
- On-campus recruiting events and job fairs
- Alumni network for mentorship and industry connections
- Internship and co-op placement assistance

Accreditation and Industry Recognition

The program is accredited by reputable organizations, ensuring academic quality and industry relevance.

Accrediting Bodies

- ABET (Accreditation Board for Engineering and Technology)
- The Construction Management Association of America (CMAA)
- LEED Certification Providers for sustainable building curricula

Industry Recognition

- High employment rates among graduates
- Recognition from industry leaders for curriculum excellence
- Continuous curriculum updates aligned with industry standards

Why Choose Building Construction at the University of Delaware?

Selecting the right program is crucial for future success. Here are some reasons why the University of Delaware's Building Construction program stands out:

- **Strong Industry Connections:** Partnerships with leading firms ensure internships, mentorships, and job placements.
- **Hands-On Learning:** Practical experience through labs, workshops, and real-world projects.
- **Research Opportunities:** Engage in innovative research on sustainable construction and new materials.
- **Location Advantage:** Situated in a region with a vibrant construction industry, providing ample project opportunities.
- **Alumni Network:** Access to a network of successful professionals across the construction sector.

Conclusion

The Building Construction University of Delaware program offers a comprehensive pathway for students aspiring to excel in the construction industry. Combining rigorous academics, practical experience, industry partnerships, and cutting-edge facilities, it prepares graduates to meet the challenges of modern construction projects. Whether you aim to become a project manager, estimator, or sustainability expert, this program provides the tools, knowledge, and connections necessary for a successful career. For those seeking a top-tier education in building construction, the University of Delaware stands out as a premier choice to turn your ambitions into reality.

Keywords: Building Construction University of Delaware, construction management program, construction degrees Delaware, sustainable building practices, construction industry careers, University of Delaware construction facilities, ABET accredited construction program, career in construction Delaware, Building Construction faculty Delaware, construction internships University of Delaware

Building Construction at the University of Delaware: Pioneering Education and Innovation in the Field

Building construction is a vital discipline that bridges the gap between engineering, architecture, and project management. It shapes the physical environment we live in, ensuring safety, sustainability, and efficiency in the built environment. The University of Delaware (UD) has established itself as a prominent institution in this domain, offering comprehensive programs, cutting-edge research, and industry collaborations that prepare students to excel in the ever-evolving construction industry.

Building construction university of delaware stands out as a hub for academic excellence,

practical training, and innovative research, making it a top choice for aspiring construction professionals.

In this article, we delve into the various facets of building construction at the University of Delaware, exploring academic programs, research initiatives, industry partnerships, facilities, and career prospects. Whether you're a prospective student, industry stakeholder, or simply interested in the future of construction education, this detailed overview provides valuable insights into how UD is shaping the next generation of construction experts.

Overview of Building Construction at the University of Delaware

The University of Delaware's approach to building construction emphasizes a multidisciplinary curriculum designed to equip students with technical skills, managerial capabilities, and a strong foundation in sustainable practices. The program integrates classroom learning with real-world applications through labs, internships, and collaborative projects.

The Department of Civil and Environmental Engineering at UD oversees the construction program, emphasizing hands-on learning and research that addresses current industry challenges. The university's commitment to innovation is reflected in its investment in state-of-the-art facilities and active industry collaborations.

Academic Programs and Curriculum

Bachelor's Degree in Construction Engineering and Management

The undergraduate program aims to produce graduates capable of managing complex construction projects from inception to completion. Key components include:

- Core Courses: Structural analysis, construction materials, project management, construction safety, and estimating.
- Electives: Sustainable construction, Building Information Modeling (BIM), and advanced project planning.
- Practical Experience: Opportunities for internships, co-op programs, and industry site visits.

Students are encouraged to develop skills in leadership, communication, and problem-solving, vital for managing diverse teams and projects.

Master's and Ph.D. Programs

Advanced degrees focus on research and specialization in areas such as construction automation,

digital construction technologies, and resilient infrastructure. These programs foster innovation and prepare students for leadership roles or academia.

- Master's in Civil Engineering (Construction Emphasis): Combines coursework with thesis research.
- Doctoral Studies: Focused on cutting-edge research, often in collaboration with industry partners.

State-of-the-Art Facilities and Labs

The University of Delaware invests heavily in facilities that support hands-on learning and research:

- Construction Laboratory: Equipped with tools and equipment for testing construction materials and techniques.
- BIM and Digital Modeling Labs: Facilities dedicated to Building Information Modeling, virtual construction simulations, and digital twin technology.
- Robotics and Automation Labs: Supporting research in construction automation and innovative construction methods.
- Sustainable Construction Facilities: Focused on green building practices, renewable materials, and energy-efficient construction.

These facilities enable students to gain practical experience and conduct pioneering research that addresses industry needs.

Research Initiatives and Industry Collaboration

UD's building construction program is distinguished by its robust research portfolio, addressing critical issues such as:

- Sustainable Building Practices: Developing eco-friendly materials, energy-efficient systems, and waste reduction techniques.
- Construction Safety: Innovating safety protocols and hazard mitigation strategies.
- Digital Construction Technologies: Advancing BIM, augmented reality, and automation in construction workflows.
- Resilient Infrastructure: Designing structures capable of withstanding extreme weather events and climate change impacts.

The university maintains active partnerships with industry leaders like Skanska, Turnpike

Construction, and local government agencies. These collaborations facilitate internships, sponsored research, and real-world problem-solving opportunities for students.

Industry Engagement and Career Development

Preparing students for the workforce is a cornerstone of UD's building construction program. The university offers:

- Internship and Co-op Programs: Ties with construction firms provide students with hands-on experience.
- Career Fairs and Networking Events: Connecting students with industry recruiters and alumni.
- Professional Development Workshops: Covering topics like project management software, safety standards, and leadership skills.
- Certification Support: Assistance with obtaining certifications such as OSHA, LEED, and PMP.

Graduates from UD's construction programs are highly sought after, finding employment in general contracting, project management, design-build firms, and government agencies. The program's emphasis on sustainability and digital technology positions students as forward-thinking professionals equipped to lead in modern construction environments.

Sustainability and Green Building Focus

In line with global trends toward sustainable development, the University of Delaware's building construction curriculum integrates environmental considerations into all facets of education.

Initiatives include:

- Green Building Certifications: Courses prepare students for LEED accreditation.
- Research in Renewable Materials: Exploring alternatives to traditional construction materials.
- Energy-efficient Design: Incorporating passive heating, cooling, and renewable energy sources.
- Environmental Impact Assessments: Teaching students to evaluate and minimize construction footprints.

This focus ensures graduates are not only skilled builders but also stewards of sustainable development.

Future Directions and Innovations

Looking ahead, the university aims to incorporate emerging technologies and methodologies into its programs:

- Digital Twins: Creating virtual replicas of construction projects for planning and maintenance.
- Autonomous Construction Equipment: Research into robot-assisted building processes.
- Smart Cities Integration: Preparing students to work within interconnected urban environments.
- Resilience and Climate Adaptation: Designing infrastructure to withstand future environmental challenges.

By maintaining a forward-looking curriculum and research agenda, the University of Delaware continues to be a leader in building construction education.

Conclusion

Building construction at the University of Delaware exemplifies a comprehensive, innovative approach to preparing students for the complexities of modern infrastructure development. Through a blend of rigorous academics, cutting-edge research, industry partnerships, and a focus on sustainability, UD equips its graduates with the skills needed to shape the future of construction. As the industry evolves with new technologies and environmental demands, the university remains committed to fostering a new generation of construction professionals capable of leading through innovation and responsibility.

Whether you're considering a career in construction or seeking a partner for research and development, the University of Delaware's building construction program stands out as a beacon of excellence and innovation in the field.

Question Answer What programs does the University of Delaware offer in building construction? The University of Delaware offers undergraduate and graduate programs in Construction Management and Civil Engineering, focusing on building construction, project management, and sustainable building practices. Does the University of Delaware have a dedicated building construction research center? Yes, the University of Delaware hosts the Center for Building Innovation, which conducts research on sustainable construction methods, new building materials, and construction technology. Are there internship opportunities for students in building construction at the University of Delaware? Absolutely. The university collaborates with industry partners to provide students with internships and co-op programs in construction firms, helping them gain real-world experience. What facilities are available for building construction students at the University of Delaware? Students have access to state-of-the-art labs, simulation centers, and fabrication workshops, including the Construction Management Lab equipped with the latest construction software and tools. Is the building construction program at the University of Delaware accredited? Yes, the Construction Management program is accredited by ABET, ensuring high standards of quality and industry relevance. What career paths are available for graduates of the building construction program at the University of Delaware? Graduates can pursue careers in construction management, project engineering, estimating, site supervision, and sustainable building design in both private and public sectors.

Related keywords: building construction, University of Delaware, civil engineering, construction management, architecture program, Delaware engineering schools, construction technology, university construction courses, building sciences, Delaware architecture programs

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