

*Pre-Construction Meeting Submittal Checklist*

Tenant Name \_\_\_\_\_

Facility/ @WUjcb \_\_\_\_\_

Project \_\_\_\_\_

TAA Number \_\_\_\_\_

**Instructions**

Use this Checklist to be sure all of the required documents are submitted to the PA in advance of the Pre-Construction Meeting. Approval to construct will not be given until this submittal is approved by the PA. Incomplete submissions could result in delays to the start of construction.

The package is submitted to the Tenant Coordinator, who will coordinate reviews as necessary.

**Documents to be Submitted**

1. Contractors Insurance Certificates
2. M/WBE Participation Plan
3. Tenant Form identifying the A/EOR
4. A/EOR Identification form
5. Health and Safety Plan (as applicable)
6. Environmental Management Plan (as applicable)

**Notes**