

**Minor Works Application
Project Tracking Checklist**

This is a document submittal tracking tool - by project activity, by phase - for use by the Tenant and other project team members.

Required
Submitted

Tenant Name _____

Facility/ @WUjcb _____

Project _____

MWA Number _____

Project Initiation	Date Issued to PA	Date Received from PA
Project Initiation Form / Project Determination		

Phase I – Design	Date Issued to PA	Date Received from PA
Minor Works Application Submission		
1. Minor Works Application Form (MWA Ph 1 02)		
2. Drawings showing the location and extent of proposed work		
3. Safety, data sheets or other documents		
4. Catalog cuts for equipment in food establishments		
5. Contractor's Insurance Certificate		
6. M/WBE Participation Plan (if applicable)		
7. Documentation of code compliance such as finishes (if required)		
Approval to Install		

Phase II – Installation	Date Held
Pre-Installation Meeting	

Phase III – Close-Out & Occupancy	Date Issued to PA	Date Received from PA
Minor Works Completion Form		
Inspection (as required)		
Non-Conformance Response Form (as required)		
PA Close-Out Form		