

Minor Works Application Pre-Installation Meeting Agenda

Tenant Name

Facility/ @WUjcb

Project

MWA Number

Date

A. Attendee Introductions

Actions

Contractor / Tenant Coordinator / other attendees

B. Review of Pre-Submittal Package

Actions

Certificate of Insurance

M/WBE Participation Plan

C. MWA Review

Actions

Scope Review

Contact Information Tenant Coordinator Contact (PA POC)

PA Emergency Contact

Other PA Contacts (as necessary)

Tenant POC

Tenant 24 hour Contact

Schedule and Hours of Work

Operations and Construction Rules and Requirements

Access routes for materials and equipment

Other Contractors

Clean-up, debris removal,; materials and equipment storage

Shut-downs

IDs

Permits

Off-hours work or delivery

Security and escorts

Any other item

Inspections (if required)

Additional Items