

Kick-off Meeting Document Checklist

Tenant Name

Facility/ cb

Project

TAA Number

Instructions

Remember to bring the following information to the Kick-off Meeting. Incomplete submissions could result in disapproval or delays to the project.

The package is submitted to the Tenant Coordinator.

Documents to be Submitted**Tenant's Form indicating A/EOR**

Provide the professional licenses and contact details of the A/EOR that will be submitting contract documents to the PA for review and approval.

Coordination Plan

for design activities (if multiple design teams are hired)

Notes