

*Pre-Construction Meeting
Documentation Checklist*

Tenant Name _____

Facility/ _____ @ WUjcb

Project _____

TAA Number _____

Instructions

Use this Checklist to be sure all of the required documents are brought to the Pre-Construction Meeting. Incomplete submissions could result in delays to the issue of an Alteration Permit and the start of construction.

The documentation is submitted to the REO at the Pre-Construction Meeting.

Documents to be Submitted

1. Name and 24-hour emergency number of the Prime Contractor under contract with Tenant
2. List of all subcontractors with any applicable licenses, i.e., mechanical, fire protection, and electrical
3. Complete set of PA approved drawings and specifications
4. A detailed construction schedule outlining start and completion dates, anticipated dates of special inspections, partial or final inspections, grand opening events, or other key milestones
5. Hours of work
6. A review of all proposed construction staging areas, haul routes and delivery routes, including any needed modifications
7. Health and Safety Plan
8. Contractor's Environmental Plan (as applicable)
9. Contractor's Waste Management Plan (as applicable)
10. Security Plan including information security requirements
11. List of all applicable Special Inspections

Notes