

Closeout Workshop Attendees Checklist

Project Name:

Workshop Date:

TRACS #:

Yes/No	Title	Contact Name
	ADOT	
	Resident Engineer	
	District Engineer	
	Assistant District Engineer	
	Project Supervisor	
	Office Manager	
	Lead Inspector	
	Business Engagement and Compliance Office (BECO) representative	
	Project Manager	
	Field Reports representative	
	Environmental Planning representative	
	Technical Support (drainage, electrical, materials, roadway, structures, traffic)	
	Maintenance	
	Construction Engineer	
	Designer	
	Landscape	
	Right of Way Group	
	Roadway Engineering	
	Utility and Railroad Engineering	
	Community Relations Officer	
	Workshop Facilitator	
	Contractor:	
	Contractor's Project Manager (Prime)	
	Contractor's Upper Management (Prime)	
	Contractor's Superintendent/Foreman	
	Contractor's Office Manager	
	Subcontractors and Suppliers	
	Other:	
	ASLD	
	BIA	
	BLM	
	COG/MPO	
	FHWA	
	Law Enforcement representative	
	Railroad	
	Municipality (City, Town, County)	
	Tribal representative (aztribaltransportation.com)	
	USFS	
	Utility Company Representative	
	Other (school districts, other agencies, stakeholders)	