



MINOR WORKS CONTRACTOR CHECKLIST

Abbreviations

BOA – Build over (Urban Utilities) Asset

COA – Construct over (Urban Utilities) Asset

EC – Endorsed Consultant

IFC – Issued for construction

LWM – Large Water Meter

LW - Live works

NAP - Network Access Permit

Portal – Developer Services Portal

QA - Quality Assurance document (testing reports/dockets)

RPEQ – Registered Professional Engineer (Queensland)

UU – Urban Utilities

Introduction

This checklist document outlines key activities across the **Pre-Construction, Construction, and Post-Construction** timeframes. It provides a simplified, site-ready version of the Contractor Minor Works Guidelines.

Each section outlines key activities and verification points to help ensure that works are planned, executed, and completed following correct processes for Minor Work applications.

These checklists can be used as a point of discussion between Consultants, Contractors and Developers. For full detail, refer to the **Minor Works Contractor Guidelines**.

Construction Checklist

Item	✓	Notes
General <ul style="list-style-type: none"> • Have the latest revision of IFC on site and construct accordingly • For unforeseen conditions, not identified during pre-construction site investigation, that require change of design, contact the EC for direction and necessary approvals. 	<input type="checkbox"/> <input type="checkbox"/>	
Site Setup <ul style="list-style-type: none"> • Confirm and follow conditions/requirements for all permits and approvals e.g. safety, traffic control, noise etc 	<input type="checkbox"/>	
UU process followed <ul style="list-style-type: none"> • Network Access Permit (NAP) is obtained to connect to UU assets. • Review the NAP and associated (if applicable) Shut Plan & Flow Control Plan (Intervention Plan) thoroughly to ensure it encompasses all anticipated works for the project, including any disconnections. If there's an issue, contact the EC. Contractor to comply with the conditions outlined in the NAP and Shut/ Flow control plan • Ensure a valve operator is booked, if required, prior to scheduling a live water audit. • Book UU live work audits at least 5 days before. (QA for water required one day prior LW) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Execution of Works <ul style="list-style-type: none"> • Trenches excavated according to approved plans and safety standards • Sewer and water pipes installed with correct bedding and alignment. • Use of correct equipment and follow construction procedures • As-built survey to be completed and EC to inspect constructed work before backfilling • Perform all QA test as required (and confirmed by EC at the pre-start) • QA records of water pressure and bacteriological testing to be sent to UU one day prior to Water Live works. • Keep daily site logs and photographic records of all important construction details • When works are completed, as-built survey completed by surveyor and inspected by EC backfill and compact trenches to required standards 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Post - Construction Checklist

Item	✓	Notes
<p>Site Restoration</p> <p>Once construction is completed:</p> <ul style="list-style-type: none"> • Provide required road markings to the new sewer/water assets • Restore surfaces and site to pre-construction state (e.g., roads, footpaths, landscaping) as per standard to road authority. • Document site restoration and completed works. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Final Inspections - On maintenance inspection (with EC only)</p> <ul style="list-style-type: none"> • Conduct final inspections with Endorsed Consultant and address any defects, if noted, by consultant. 	<input type="checkbox"/>	
<p>QA documentation handover</p> <ul style="list-style-type: none"> • Submit all agreed QA documentation to the EC to support certification and preparation of the as-constructed package for portal upload. 	<input type="checkbox"/>	
<p>Maintenance Period</p> <ul style="list-style-type: none"> • After the Connection Certificate is issued, a 12-month defect liability period begins. You might be approached to fix reported defects during this time 	<input type="checkbox"/>	

Version control

Version No.	Description of change	Author	Date
1.0	Original issue	S Ilic	January 2026

We welcome feedback on this document. Send your feedback to:
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