Appendix B

Construction Forms and Memos

June 2022
APPENDIX B

ACCESSING FORMS AND MEMOS

Most forms used on a day-to-day basis can be found on the MDT intranet and internet pages. The following information provides direction to access various types of forms online. The left column of the Construction intranet page also offers links to several resources.

INTERNAL FORMS

From the intranet home page, click “Resources” on the top banner. Next, click “forms/templates” under General or click “forms” in the left column under “resources”:

Intranet → Resources → Forms

EXTERNAL FORMS

On the MDT internet page click “publications” in the top banner then click “forms” on the dropdown list:

Internet → Forms

INTERNAL MEMOS

MDT Intranet > Resources >Memos (left margin)

EXTERNAL MEMOS

Internet >Doing Business >Contracting and Bidding >Construction Memos (bottom left)