

PRE-CONSTRUCTION REPORT

Project Name: _____ Project #: _____

Location: _____

Description of Work to be Performed: _____

Wage Decision Number: _____

Contractor: _____ Contract Amount: \$ _____

Conference Date: _____ Place: _____

Participants:

Names

Titles

Items Covered:

- | | |
|---|---|
| <input type="checkbox"/> Initial Starting Date | <input type="checkbox"/> Employee Interviews |
| <input type="checkbox"/> Inspection and Supervision | <input type="checkbox"/> Insurance Coverage |
| <input type="checkbox"/> Labor Standards | <input type="checkbox"/> Construction Safety |
| <input type="checkbox"/> Housing and Urban Development Act of 1968, Section 3 | <input type="checkbox"/> Partial Payments to Contractor |
| <input type="checkbox"/> Equal Opportunity | <input type="checkbox"/> Change Orders |
| <input type="checkbox"/> Reporting Requirements and Sanctions | <input type="checkbox"/> Liquidated Damages |
| <input type="checkbox"/> Payrolls | <input type="checkbox"/> City's Role and Responsibilities |
| | <input type="checkbox"/> Contractor's Role and Responsibilities |
| <input type="checkbox"/> Other: _____ | |

I, _____, (Name of Prime Contractor) hereby acknowledge that I attended a pre-construction conference on the above-noted date, that all items listed were adequately reviewed at the meeting and that I fully understand all obligations and responsibilities allocated to me as prime contractor.