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:

- ❑ Initial Starting Date
- ❑ Inspection and Supervision
- ❑ Labor Standards
- ❑ Housing and Urban Development Act of 1968, Section 3
- ❑ Equal Opportunity
- ❑ Reporting Requirements and Sanctions
- ❑ Payrolls
- ❑ Employee Interviews
- ❑ Insurance Coverage
- ❑ Construction Safety
- ❑ Partial Payments to Contractor
- ❑ Change Orders
- ❑ Liquidated Damages
- ❑ City's Role and Responsibilities
- ❑ Contractor's Role and Responsibilities
- ❑ 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.