

<b>PRE-CONSTRUCTION REPORT</b>
--------------------------------

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Work to be Performed: \_\_\_\_\_

\_\_\_\_\_

Wage Decision Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

Conference Date: \_\_\_\_\_ Place: \_\_\_\_\_

Participants:

Names

Titles

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Items Covered:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial Starting Date</li> <li><input type="checkbox"/> Inspection and Supervision</li> <li><input type="checkbox"/> Labor Standards</li> <li><input type="checkbox"/> Housing and Urban Development Act of 1968, Section 3</li> <li><input type="checkbox"/> Equal Opportunity</li> <li><input type="checkbox"/> Reporting Requirements and Sanctions</li> <li><input type="checkbox"/> Payrolls</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Interviews</li> <li><input type="checkbox"/> Insurance Coverage</li> <li><input type="checkbox"/> Construction Safety</li> <li><input type="checkbox"/> Partial Payments to Contractor</li> <li><input type="checkbox"/> Change Orders</li> <li><input type="checkbox"/> Liquidated Damages</li> <li><input type="checkbox"/> Grantee's Role and Responsibilities</li> <li><input type="checkbox"/> Contractor's Role and Responsibilities</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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.