

**PRE-CONSTRUCTION CONFERENCE MINUTES**

PROJECT NAME: \_\_\_\_\_

STATE PROJECT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

FEDERAL WAGE DECISION NO.: \_\_\_\_\_

CONTRACT AMOUNT: \_\_\_\_\_

NAME OF GENERAL CONTRACTOR: \_\_\_\_\_

A pre-construction conference concerning labor standards provisions, administration and enforcement was conducted for the above project on this date. In addition to the attached, the following labor standards materials were provided to the prime contractor and were made available for others in attendance:

1. Applicable Federal Wage Decision(s).
2. Federal and State Labor Standards Provisions (Appendix H).
3. Poster WH-1321, Notice to Employees (Appendix J).
4. Payroll Form WH-347 (with instructions) (Appendix La and Lc).

It was requested of each person at the conference to register their name on the attendance sheet and a copy of the attendance sheet is attached and made part of these minutes.

During the course of the conference, all of the labor standards and wage requirements, that are applicable to the construction work to be performed, were discussed in full. These standards and requirements are contained in the following publications: U.S. Department of Labor Regulations, Part 1, 3, and 5; the HUD Handbook 1344.1, federal labor standards provisions; state's Grantee Handbook; and the attached material. Prior to adjournment, the participants were invited to ask questions so there were no misunderstandings of what is necessary in order for the contractor and any subcontractors to demonstrate compliance with the labor standards clauses above.

Special notations for this project or matters that could not be resolved at the conference are listed in the space below:

For additional information, please contact Commerce Labor Standards Officer at (785) 296-3004.

\_\_\_\_\_  
Signature of Grantee Labor Standards Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Attachments