

PRE-CONSTRUCTION REPORT FORMAT
(Sample)

Project Name: _____

Project Number: _____

Wage Determination Number: _____

Location: _____

Description: _____

Contractor: _____

Contract Amount: _____

Date of Conference: _____

Place of Conference: _____

Attendees (Name & Title): _____

Summary of items covered: (Must include Equal Opportunity, Section 3, Labor Standards, the contractor's role and responsibility, the City/County's role and responsibilities, reporting requirements and sanctions. Use additional pages as necessary.)
