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| newlogo_200x72FORM LS-6Pre-construction conference report |
| **Recipient:**  | **Contract No:**  |
| **Activity Name:**  |  |

**This report is to be completed during or immediately after the pre-construction conference. Attach detailed notes or minutes of the conference and a sign-in sheet, if possible.**

1. **a. Conference Date:**

**b. Location:**

1. **Prime Contractor:**
	1. Name:
	2. Address:
	3. Phone:
2. **Prime Contract Amount:**
3. **Sub-contractors, if any are known:**

**NAME ADDRESS PHONE**

1. **Participants (or attach a sign in list):**

**NAME TITLE ENTITY REPRESENTED**

**6. Items Covered:**

|  |  |
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| **I. Labor Standards Issues** | [ ]  |
| a. Payment of Davis Bacon Wages | [ ]  |
| b. Overtime pay and when applicable | [ ]  |
| c. Fringe benefits (cash or approved plan) | [ ]  |
| d. If fringe benefit plan, need information and approval | [ ]  |
| e. Allowable deductions and documentation | [ ]  |
| f. Use of apprentices, trainees, etc. and documentation | [ ]  |
| g. Exempt employees | [ ]  |
| h. Timely submission of LS-4/5s (by contractor and subcontractors) | [ ]  |
| i. Review LS-4/5 and questions answered | [ ]  |
| j. Anti-kickback provisions | [ ]  |
| k. Posting WD, Notice to Employees, EEO posters | [ ]  |
| l. Employee interviews | [ ]  |
| m. Labor standards provisions in all subcontracts at all tiers | [ ]  |
| n. Timely submission of LS-3s for all new subcontractors | [ ]  |
| o. Responsibility for subcontractors | [ ]  |
| p. Definition of “actual time records” | [ ]  |
| q. Restitution and liquidated damages (includes subcontractors) | [ ]  |
| r. Sanctions and withholding payments | [ ]  |
| s. Debarment | [ ]  |
| t. Confidentiality of complaints and prohibition on retaliation against employees | [ ]  |
| u. The 4010 | [ ]  |
| **II. Retention and access to all actual time records for five (5) years** | [ ]  |
| **III. Civil rights compliance (non-discrimination and Section 3)** | [ ]  |
| **IV. Recipient’s role and responsibilities** | [ ]  |
| **V. Contractor’s role and responsibilities** | [ ]  |
| **VI. *A Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* provided to the contractor** | [ ]  |
| **VII. Other:** | [ ]  |

**7. Report Prepared By:**

 Name:       Title:

 Signature (**in ink**): Date: