

## MARK-UP MEETING AGENDA

1. CONTRACT # \_\_\_\_\_

CONTRACT LOCATION \_\_\_\_\_

2. COMPANY NAME (PRIME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

SITE SUPERVISOR \_\_\_\_\_

Any electrical work involved under this contract?  yes  no

Is the electrical work to be sub-contracted out?  yes  no

What union affiliation is the electrical contractor? \_\_\_\_\_

3. SUB-CONTRACTOR(S) \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

4. **DETAILED SCOPE OF WORK:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. START DATE \_\_\_\_\_

FINISH DATE \_\_\_\_\_

6. PROPOSED JURISDICTIONAL ASSIGNMENTS: (to be completed by Prime & Sub-Contractors)  
 (complete only the first two columns - work & proposed assignment)

**PROPOSED JURISDICTIONAL ASSIGNMENTS FOR:**

<i>WORK – Detailed process; equipment involved, etc.</i>	<i>PROPOSED ASSIGNMENT (Trade Classification)</i>	<i>JURISDICTIONAL CLAIMS</i>	<i>FINAL ASSIGNMENT</i>

*If more space is required please attach)*

7. MANPOWER REQUIREMENTS: (Number of trades and their Classification i.e. Ironworker Foreman etc.)

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8. KEY TRADES: [Name of employee(s) and trade classification(s)]

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9. HOURS OF WORK: (40 hour work week either 5 days at 8 hours per day **OR** 4 days at 10 hours per day)

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