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PRE JOB CONFERENCE
Entek Project - Terre Haute, Indiana
Building 1 and 2

Introduction

Management Representatives

[illegible]

Community Workforce Agreement Letter of Assent - see attached

Opening Statements

Name of project

Name of Subcontractor

Description of Scope

Approximate cost / schedule / duration

Subcontracting

[illegible]

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Jurisdictional Work Assignments

Description of work

Craft / Trade

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Amount of craft workers required

Craft / Trade

qty

[illegible]

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Building 1 and 2

Miscellaneous

- discuss hiring procedures if applicable
- discuss apprenticeship requirements
- discuss EEO requirements if applicable

Working Conditions

- Work Rules / Site Safety Requirements - see attached
- Drug Testing - see Site Safety Requirement attached.
- Hours of work - Start Time
- Checking in and out of site
- Visitor sign in and safety requirements
- Parking Facilities provided

General Discussion