

**PARKERSBURG-MARIETTA BUILDING & CONSTRUCTION TRADES COUNCIL**

3100 Dudley Ave., Parkersburg, WV 26104  
(304) 424-6443 (phone) (304) 424-6444 (fax)

**PRE-JOB QUESTIONNAIRE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Contractor Pre-Job Contact \_\_\_\_\_

Pre-Job Location \_\_\_\_\_ Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax: \_\_\_\_\_  
Customer: \_\_\_\_\_ Contractors License # \_\_\_\_\_

Jobsite Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Total Cost \_\_\_\_\_

Jobsite Phone # \_\_\_\_\_ State/Federal Funds: \_\_\_\_\_ Prevailing Wage \_\_\_\_\_  
Jobsite Contact \_\_\_\_\_

Workmen's Compensation Provider \_\_\_\_\_ Compensation # \_\_\_\_\_  
Unemployment Paid To \_\_\_\_\_ Unemployment # \_\_\_\_\_

Medical Provider \_\_\_\_\_  
Absenteeism Policy \_\_\_\_\_

Cell Phone Policy \_\_\_\_\_

**Contract**

NMA \_\_\_\_\_ GPA \_\_\_\_\_  
NCA \_\_\_\_\_ PLA \_\_\_\_\_  
Local Agreements \_\_\_\_\_  
Other \_\_\_\_\_

Start Date \_\_\_\_\_ Duration/End Date \_\_\_\_\_

Days Per Week \_\_\_\_\_ Hours Per Shift \_\_\_\_\_

Shift Starts: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Pay Week Ends \_\_\_\_\_ Pay Day \_\_\_\_\_

**Time Check System**

Brass \_\_\_\_\_ Swipe Card \_\_\_\_\_  
Other \_\_\_\_\_

Work Assignment By Blue Book \_\_\_\_\_

And Trade Agreements \_\_\_\_\_ Will Transportation To Site Be Required \_\_\_\_\_

**Jobsite Requisites**

Drug Card \_\_\_\_\_ Onsite Pre-Hire \_\_\_\_\_ Test Types: Urine \_\_\_\_\_ Swab \_\_\_\_\_ Hair \_\_\_\_\_ Other \_\_\_\_\_

Drug Testing Provider \_\_\_\_\_ Local Card Updated \_\_\_\_\_

OSHA 10 \_\_\_\_\_ Background Check \_\_\_\_\_

OSHA 30 \_\_\_\_\_ Supervision Only \_\_\_\_\_

**Safety Requirements**

Shaven Policy \_\_\_\_\_ Safety Toe Boots \_\_\_\_\_

FRC Clothing \_\_\_\_\_ Provided \_\_\_\_\_ Other Boot Requirements \_\_\_\_\_

Hi Vis Clothing \_\_\_\_\_ Provided \_\_\_\_\_

Tobacco Free Facility \_\_\_\_\_ Designated Smoking Areas \_\_\_\_\_

Other Jobsite Requirements \_\_\_\_\_

Will All Subcontractors Be Union Building Trades \_\_\_\_\_

**Manpower**

Asbestos Workers \_\_\_\_\_ Boilermakers \_\_\_\_\_ Bricklayers \_\_\_\_\_ Carpenters \_\_\_\_\_

Cement Masons \_\_\_\_\_ Electricians \_\_\_\_\_ Elevator Constructors \_\_\_\_\_ Glaziers \_\_\_\_\_

Ironworkers \_\_\_\_\_ Laborers \_\_\_\_\_ Millwrights \_\_\_\_\_ Operators \_\_\_\_\_ Painters \_\_\_\_\_

Pipefitters \_\_\_\_\_ Roofers \_\_\_\_\_ Sheet Metal \_\_\_\_\_ Sprinkler Fitters \_\_\_\_\_ Teamsters \_\_\_\_\_

Agent Access To Jobsite \_\_\_\_\_

Job Scope \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_