OUTLINE OF A PRE-JOB MARK-UP MEETING

1. Chairperson (EPSCA Representative) - Introduction of those in attendance.

2. Prime Contractor, and any Sub-Contractors performing work, provide the following information to the EPSCA Representative prior to the pre-job mark-up meeting in preparation for the meeting.

   Work Program
   a) Starting Date of Contract
   b) Completion Date of Contract
   c) Sub-Contractors (Contractor provide list of any/all subcontractors and addresses - subcontractor work to be marked-up in accordance with the contract)
   d) Complete description of the scope of work.

   Hours of Work
   a) 40 hour work week consisting of either:
      - 5 days at 8 hours per day
      - 4 days at 10 hours per day
        - (Monday - Thursday) or (Tuesday - Friday)
   b) Start time
   c) Exceptions – as indicated on EPSCA exception wage schedules (i.e. selective clearing, paving)

   Jurisdictional Assignments of Work
   a) A proposed trade work assignment of each portion of the work to be performed. Contractor must go through each portion of the work and identify the trades you propose to use to perform the work.

   Manpower
   a) Approximate requirements for each trade
   b) Key Tradespeople - Contractor/Sub-Contractor provides the name of any Union tradespersons they wish to clear through the local unions. Also, they will provide names of any key trades employed who will perform specialist work, etc. in accordance with the applicable "Employment"/key trades Article of the Collective Agreement
   c) Name of Contractor's Site Supervisor.

3. Chair (EPSCA Rep) provides the Unions in attendance with opportunity to ask questions, clarify details, and obtain additional information regarding work.

4. Union Representatives make claims to any work they feel falls within their jurisdiction.

5. The dates for unions to provide evidence and when the applicable contractor has until to determine the final assignment will be decided at this meeting.