



Pre Job
Conference Form



King County

Please fill out the following pages. Please complete the document in it's entirety. If you have questions, please contact your contractor or your CWA Administrator.

Contractor Request for Waiver

Y/A•

No

The Contractor may request a waiver of the Pre-Job Conference if they have attended a previous King County Pre-job Conference. The contractor recognizes and agrees that the Seattle Building and Construction Trades Council and the Affiliated Local Unions signatory to the MCWA, retain their rights as stipulated in the MCWA to deny this waiver request, and to challenge any proposed trade assignment. **A contractor working for the first time under this MCWA cannot waive attendance.**

Seattle Building Trades Council

Date

Approved

Yes

No

Contractor Information

Contractor/Subcontractor Name

Billing Address

General Contractor Name / Pre-Job Date

Time: 11:00 am or 1:00 pm every Tuesday
All Prejobs are virtual until further notice

Project Name/Contract #

Contract Dollar Amount

Intent #

Office Contact

Phone:

Email:

Superintendent

Phone:

Email:

Safety
Representative

Phone:

Email:

Scope of Work

(Describe the scope of work to be performed)

Will you be subcontracting to additional sub-contractors?

If yes, list sub-contractors and work description:

Yes

No

Sub-Contractor Name

Work Description

Current Union Agreements

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Approx. Job Start Date:		Approx. Job End Date:	
Work Shifts:			
Weekly Pay Day			

Proposed Trade Assignment

All Workers, including core employees, must be dispatched through Union hall. List trade assignments by craft including scope of work description for each assignment. List each piece of equipment planned for use by craft. Include all equipment and tools. If more space is required, attach additional sheets.

Craft	Scope	Equipment/Tools
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Project Craft Demand List

Craft	Peak	Average	Apprentices
Asbestos Workers			
Boiler Makers			
Brick Layers			
Carpenters			
Carpet, Lino & Soft Tile Layers			
Cement Masons			
Drywall Hanger/Metal Stud Framers			
Drywall Finishers			
Electrical Workers			
Elevator Constructors			
Glaziers			
Heat and Frost Insulators			
Iron Workers (Structural/Rebar)			
Iron Workers (Ornamental/Architectural)			
Laborers			
Millwrights			
Operating Engineers			
Painters			
Pile Drivers/Diver			
Plumbers & Pipefitters			
Plasterers/Fire Proofers			
Roofers			
Sheet Metal Workers			
Sign Makers/Painters			
Sprinkler Fitters			
Teamsters			

Core Workers (Open Shop Contractors only)

For each contract held, a contractor may request up to three journey employees and/or two apprentices to be placed on the job. Such workers must meet the qualifications in the MCWA and place their names with the respective Union Hall dispatch prior to the worker(s) start of work.

Core Worker information provided by (name)

Email Address

Core Worker information verified by (name)

Open-Shop Core Worker #1

Employee Name:

Hire Date:

Classification:

This employee meets the qualifications specified in the MCWA

No

Open-Shop Core Worker #2

Employee Name:

Hire Date:

Classification:

The employee meets the qualifications specified in the MCWA

Yes

No

Open-Shop Core Worker #3

Employee Name:

Hire Date:

Classification:

The employee meets the qualifications specified in the MCWA

Yes

No

Apprentice #1

Apprentice Name:

Hire Date:

Apprentice ID#

Classification:

The apprentice meets the qualifications specified in the MCWA

Yes

No

Apprentice #2

Apprentice Name:

Hire Date:

Apprentice ID#

Classification:

The apprentice meets the qualifications specified in the MCWA

Yes

No

Form completed by

print name

date

Signature



LETTER OF ASSENT FOR THE



The undersigned, as a Contractor(s) or Subcontractor(s) on a Contract which is part of the

Project, for and in consideration of the award of a Contract to perform work on said Project, and in further consideration of the mutual promises made in the Master Community Workforce Agreement, (MCWA) a copy of which was received and is acknowledged, hereby:

- (1) On behalf of itself and all its employees, accepts and agrees to be bound by the terms and conditions of the MCWA, together with any and all amendments and supplements now existing or which are later made thereto, and understands that any act of non-compliance with all such terms and conditions, will subject the non-complying Contractor or employee(s) to being prohibited from the Project Site until full compliance is obtained.
- (2) Certifies that it has no commitments or agreements which would preclude its full compliance with the terms and conditions of said MCWA.
- (3) Agrees to secure from any Contractor(s) (as defined in said MCWA) which is or becomes a Subcontractor(s) (of any tier), a duly executed Letter of Assent in form identical to this document prior to commencement of any work.

Estimated Start Date	Estimated end date
UBI Number	Print Name and Title
Phone Number	Contractor/Company name
General Contractor	Subcontractor to (if applicable)
Jobsite Address	Billing Address
Date	Signature of Authorized Representative