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## SUBCONTRACTOR JOB CHECKLIST

1. SUBCONTRACT SIGNED AND RETURNED TO GBC CONSTRUCTION
2. PROJECT MANAGER AND CONTACT INFORMATION i.e. Email, Office and Cell Numbers
3. CERTIFICATE OF INSURANCE (See Exhibit C for requirements)
4. WORKERS COMP CERTIFICATE OF INSURANCE
5. SUBMITTALS (If Required)
6. BONDING REQUIREMENTS
7. SAFETY PLAN & INFORMATION
8. SIGNED ACKNOWLEDGMENT OF GBC CONSTRUCTION SAFETY PLAN
9. PAY REQUESTS MUST BE RECEIVED BY THE 20TH OF EACH MONTH
10. PAY REQUESTS MUST BE ON GBC CONSTRUCTION PAY APPLICATION FORM
11. SCHEDULE OF VALUES MUST ACCOMPANY EACH APPLICATION FOR PAY
12. CONDITIONAL LIEN RELEASE MUST ACCOMPANY EACH APPLICATION FOR PAY
13. UNCONDITIONAL LIEN RELEASE MUST BE RETURNED AFTER PAYMENT RECEIVED
14. CERTIFIED PAYROLL REPORTS ARE DUE WEEKLY FOR ALL PUBLIC WORKS PROJECTS
15. W-9

**NOTE:**

**SUBCONTRACTOR WILL NOT BE ALLOWED ON THE JOBSITE UNTIL CONTRACTS ARE SIGNED, SAFETY PLAN AND CERTIFICATES OF INSURANCE ARE PROPERLY SUBMITTED AND ACCEPTED BY GBC CONSTRUCTION.**