



MONTHLY WORKFORCE REPORT

1. PRIME CONTRACTOR _____

2. CONTACT NAME AND PHONE NUMBER _____

3. PROJECT NAME _____

4. CONTRACT NUMBER _____

5. SOLICITATION NUMBER _____

6. PRIME CONTRACT AMOUNT \$ _____

7. REPORT PERIOD FROM: _____ TO: _____

	8	9	10	11
	Prime Contractor Apprentice Hours	Subcontractor(s) Apprentice Hours	Prime Contractor Journeyman Hours	Subcontractor(s) Journeyman Hours
TOTALS				
BRICK MASON, STONE MASON				
CARPENTERS				
CARPET INSTALLERS				
CEMENT MASON				
DRYWALL INSTALLERS				
ELECTRICIANS				
GLAZIERS, GLASSWORKERS				
INSULATION WORKERS				
LABORERS				
OPERATING ENGINEERS				
PAINTERS				
PLASTERERS				
PLUMBERS & PIPEFITTERS				
ROOFERS				
SHEET METAL WORKERS				
TRUCK DRIVERS				
WELDERS & CUTTERS				
TOTALS				

It is hereby certified that the above listed apprentice/journeyman hours are the total craft hours, and that information contained herein is complete and accurate.

Contractor Authorized Signature _____ Print Name _____

Title _____ Date _____

Submit with Contractor's Monthly Request for Payment to Construction Contract Manager.

INSTRUCTIONS FOR COMPLETING THE MONTHLY WORKFORCE REPORT

File this form with each monthly application for payment, beginning with the first application. If no labor hours were used during the period for which payment is being requested, write "none" in Column 8.

1. **PRIME CONTRACTOR:** Indicate the name of the prime Contractor.
2. **CONTACT NAME AND PHONE NUMBER:** Indicate the name and phone number of the prime Contractor's contact.
3. **PROJECT NAME:** Indicate the project name as shown on the contract documents.
4. **CONTRACT NUMBER:** Indicate the contract number for this project, as recorded on the cover of the signed project manual.
5. **SOLICITATION NUMBER:** Indicate the solicitation number for this project, as recorded on the cover of the signed project manual.
6. **PRIME CONTRACT AMOUNT:** Indicate the total dollar amount of the prime contract.
7. **REPORT PERIOD:** Indicate the time period being reported.
8. **PRIME CONTRACTOR APPRENTICE HOURS:** Indicate the total hours worked by apprentices employed by the prime Contractor.
9. **SUBCONTRACTOR(S) APPRENTICE HOURS:** Indicate the total hours worked by apprentices employed by Subcontractors.
10. **PRIME CONTRACTOR JOURNEYMAN HOURS:** Indicate the total hours worked by apprentices employed by the prime Contractor's journeyman.
11. **SUBCONTRACTOR(S) JOURNEYMAN HOURS:** Indicate the total hours worked by apprentices employed by Subcontractors' journeymen.