**Sample Labor Standards Checklist**

**Prior to Award of Contract: Yes No NA**

1. Has a Wage Decision for the project been obtained?  **[ ]  [ ]  [ ]**
2. Has the wage decision been checked through the Wage Decision web site or **[ ]  [ ]  [ ]**

GA prior to award to ensure the wage is still prevailing?

1. Have contract/bid documents been submitted to the State? **[ ]  [ ]  [ ]**
2. Has Eligibility of the contractor and subcontractors been verified? **[ ]  [ ]  [ ]**
3. Is it understood that the Prime Contractor is ultimately responsible **[ ]  [ ]  [ ]**

for all subcontractors on the project; (and if a subcontractor underpays

any of his employees and does not make restitution, the Prime Contractor

will have to take action to correct the situation).

**After Award of the Contract:**

1. Are payrolls for the prime and all subcontractors submitted weekly, dated **[ ]  [ ]  [ ]**

and initialed upon review?

1. Are workers classified according to the wage decision? **[ ]  [ ]  [ ]**
2. If additional classifications are needed, have they been requested? **[ ]  [ ]  [ ]**

(*Allow time for this as they have to be conformed through the US Dept. of Labor*)

1. Are workers paid at least minimum wages (including fringe, if applicable) **[ ]  [ ]  [ ]**

according to the wage decision?

1. Is time and one-half paid to workers who work over 40 hours a week? **[ ]  [ ]  [ ]**
2. Has Authorization to sign payrolls been submitted for any person other than **[ ]  [ ]  [ ]**

the owner or officer of company?

1. Are payrolls numbered sequentially with first payroll marked “initial” and last **[ ]  [ ]  [ ]**

payroll marked as “final”?

1. Have employee interviews been conducted and checked against payrolls? **[ ]  [ ]  [ ]**
2. If violations or discrepancies have been found, was corrective action taken, **[ ]  [ ]  [ ]**

and was GA notified?

1. Are all applicable posters posted at the work site? **[ ]  [ ]  [ ]**
2. Is all the above documentation on file for the GA’s monitor? **[ ]  [ ]  [ ]**