**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?