# *Project Leader’s Labor Compliance Checklist*

## Disadvantaged Business Enterprise (DBE) (Commercially Useful Function – CUF)

1. Make sure work subcontracted to a DBE is done by that DBE
2. Make sure a DBE company performs the work with their own personnel and equipment.
3. Truckers – track the hours and truck numbers of each trucking company on the project. Monitor hours to verify amount sublet to DBE trucking firm.

**Field Interviews**

1. Conduct at least two field interviews per contractor
2. Weekly - turn in the original completed interview form to the Labor Compliance Specialist.
3. Completed interview forms are confidential – no copies should be kept in project file or box.

**Job Poster Board**

1. Board must be erected on project site prior to work starting and kept up for duration of the project.
2. Poster Board must be kept in good condition and posters readable for duration of project.
3. Workers on the project must have unrestricted access to the board at all times.
4. Make sure workers out on the project know where the board is located.

**Daily enter into FieldManager**

* EVERY contractor on the job site performing work
* Most accurate number of workers on the job site
* Most accurate number of hours worked each day (include equipment on the job too)
* Correct classification of workers
* Explanation of the work being performed on the project each day

**Trucking**

* Daily enter into FieldManager list of dump trucks (name of company) on your project.
* List all trucking firms on the project in one place:
	+ Under the “Contractors” tab, list trucks by company name and truck number under “Equipment” (i.e. Equipment=Dump Dirt 77; Number=1; Hours = 10). All you need to put is the name of the company “Dump Dirt” and the number on the truck “77”. You don’t need to put that the truck was a Sterling or a Mack. If the full name of the company is “Dump Dirt Trucking”, you don’t need to put “Trucking”. The priority is an identifying name of the company and the number on the truck.

**Subcontractors**

* Subcontractors **are not** to perform any work on the project until WisDOT gives at least verbal approval per 108.1 of the Standard Specifications.

**TrANS Hours**

* Project Leader will submit a request to the ERO for the amount of hours for payment at the end of the project.
* **USH 441 Projects ONLY** - TrANS hours may be paid out throughout the project.
* Project Leader will make payment in FieldManager for the item.