



# Job Set Up Sheet

To be completed by Owner or Contractor (only one form per project).

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## Owner Information:

Name/Contact: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

## Project Information:

Architect Name: \_\_\_\_\_ Estimated Cost of Construction: \_\_\_\_\_

Square footage and description: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Anticipated Number of Subcontractors: \_\_\_\_\_

Anticipated Number of Craft Workers (manpower): \_\_\_\_\_

## Contractor Information (general contractor):

Company Name: \_\_\_\_\_

Company contact for Jobsite signage: \_\_\_\_\_ email: \_\_\_\_\_

Name of Project Representative (this will be the company's main contact for all C3 correspondence): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Jobsite Rep.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Contractor agrees to and will be responsible for:

- Distributing: C3 Specifications- General Conditions; Policy Manual; Enrollment Applications
- Advising on Subcontractor contacts to C3 for compliance visit scheduling.
- Using the C3 Training Database to invite Subcontractors and verify credentials of Craft Workers on site.
- Delivering C3 Orientation to all Craft Workers.
- Displaying C3 Job Posters.  
Holding the C3 Safety Training Monthly Module onsite.
- Submitting Monthly Metrics to C3 by the end of each month.

Name: \_\_\_\_\_

Date: \_\_\_\_\_