Company Name/Letterhead

**Notice**

**Markup Meeting**

Date: Day/Month/Year **ALL NOTICES SENT VIA E-MAIL** No. of Pages: #

 ***PLEASE SEND THIS NOTICE TO YOUR LOCAL UNION BUSINESS MANAGERS***

To: Boilermakers Operating Engineers

 Carpenters Painters

Cement Masons Plasterers

 IBEW Sheet Metal/Roofer

 Ironworkers/Rodmen Teamsters

 Insulators United Association

 Labourers Tile &Terrazzo

 Millwright Brick and Allied Craft Union (BACU)

 Canadian Union of Skilled Workers (CUSW)

***Advice of Construction Pre-Job – Insert Owner- Site Name- Project Name***

**Type of Markup:** 🞏 Fax Markup

🗹 Markup

🞏 Notification of Work

**Contract #:** Insert

**Date of Meeting:** DD, MM, YYYY

**Meeting Start Time, for Contractors:** 00:00 AM/PM

**Meeting Start Time, for Unions:** 00:00 AM/PM

**Meeting Location:** Insert

**Prime Contractor:** Insert the name of the company and contact information of the contact person

***Please submit evidence to*:** Insert contact email of person responsible for reviewing evidence

**Sub-Contractors:** Insert the name of the company and contact information of the contact person]

***Please submit evidence to*:** Insert contact email of person responsible for reviewing evidence

**Electrical Work:** Please answer the following questions where applicable

1. Is there electrical work in your scope of work:

🞏 Yes, 🞏 No

1. If yes, will you be self-performing the electrical work or sub-contracting it out:

🞏 Self-performing; 🞏 Sub-contracting (insert name of sub-contractor)

1. If you will be self-performing the electrical work, are you signatory to an electrical union:

🞏 Yes (insert name of union), 🞏 No

**Attendees:** TBD

**Scope of Work:** Insert a description of your scope. This would include describing the exact nature of the work involved as well as details pertaining to the location of the work on the property and the reason for the work.

**PROPOSED JURISDICTIONAL ASSIGNMENTS AND JURISDICTIONAL CLAIMS:**

| **ITEM**  | **DESCRIPTION** | **TENTATIVE****ASSIGNMENT** | **CLAIMS/ DISPUTES/****NOTES** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**Contractor will contact each respective Union Hall with respect of Key trades.**

**\*Anticipated Trade(s):** Insert building trade & approximate numbers of workers needed

*\* N.B. "Anticipated trades" is used as a guideline only.*

**Site Supervisor:** Insert name and contact information

**Tradespersons:** All trades must be cleared through the Local Union as per the EPSCA Collective Agreements prior to starting work.

**Hours of Work:** Insert your hours of work on either a 5/8 or 4/10 schedule

**Start Date:** Insert

**Completion Date:** Insert

**Evidence Dates:**

The Unions will submit their evidence to the Contractor by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The Contractor will notify the Unions and EPSCA of their final assignments by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

cc: EPSCA – markup@epsca.org

 Contractor

 Sub-Contractor