

# Memorandum

**To:** ALL SUBCONTRACTORS  
**CC:** OWNER  
**From:** J.F. MORGAN GENERAL CONTRACTOR, INC.  
**Date:** #####  
**Re:** SUBCONTRACT PACKETS

**PROJECT:**

**LOCATION:**

THE FOLLOWING IS A LIST OF THE ITEMS THAT WE MUST HAVE FROM YOU PRIOR TO COMMENCING WORK ON THIS JOBSITE.

PLEASE RETURN THESE ITEMS TO THE ATTENTION OF JOHN MORGAN

- 1.0 - SIGN AND RETURN BOTH CONTRACTS (ONE WILL BE RETURNED TO YOU ENDORSED)
- 2.0 - CURRENT CERTIFICATE OF INSURANCE FOR WORKER'S COMP. AND GENERAL LIABILITY
- 3.0 - W-9
- 4.0 - MSDS (WORKPLACE CHEMICAL LIST)
  - 4.1 - THESE ITEMS MUST BE IN OUR POSSESSION PRIOR TO YOUR FIRST PROGRESS PAYMENT.

**\*\*\*\*PRIOR TO FINAL PAYMENT\*\*\*\***

- 1.0 SUBCONTRACTORS WARRANTY FORM
- 2.0 FINAL LIEN RELEASE
- 3.0 ALL MFG. WARRANTIES
- 4.0 ALL REQUIRED OPERATION AND MAINT. MANUALS

PLEASE DIRECT ANY QUESTIONS TO JOHN MORGAN AT (205) 831-5284

EMPLOYEES FOR SUBCONTRACTORS SHALL AT ALL TIMES DO THE FOLLOWING:

- 1 BE COURTEOUS TO THE OTHER SUBCONTRACTORS, OWNER, OWNERS REPRESENTATIVES, SUPERINTENDANT
- 2 DO NOT APPROACH OWNER WITH PROBLEMS OR DISCREPANCIES (CONTACT SUPERINTENDANT)
- 3 WORK WITHIN PRESCRIBED HOURS SET FORTH ON THE PROJECT
- 4 DO NOT PLAY LOUD RADIOS ON JOBSITE
- 5 WEAR LONG PANTS, SHIRTS, HARDHATS, AND PROPER SAFETY EQUIPMENT AT ALL TIMES
- 6 PLACE TRASH FROM LUNCH AND BREAKS IN WASTE RECEPTACLE
- 7 REFRAIN FROM LOUD & VULGAR LANGUAGE
- 8 REFRAIN FROM ANY TYPE OF HORSEPLAY OR FIGHTING
- 9 DO NOT SMOKE INSIDE BUILDINGS THAT ARE NEAR COMPLETION
- 10 NEVER BRING ALCOHOL , WEAPONS, OR ILLEGAL SUBSTANCES ON JOBSITE

ANY EMPLOYEE SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL, DRUGS, OR REFUSING TO COMPLY WITH THE ABOVE REQUEST WILL BE ASKED TO LEAVE THE SITE AND THE EMPLOYER WILL BE NOTIFIED IMMEDIATELY. IF EMPLOYEE OBJECT TO REQUEST TO LEAVE PROPERTY THE LOCAL AUTHORITIES WILL BE NOTIFIED.

PLEASE WORK WITH US TO MAKE THE JOBSITE A SAFE, CLEAN, AND PROFESSIONAL OPERATION AT ALL TIMES.

THANK YOU