

CHRO Monthly Reporting Compliance For Subcontractors, Suppliers & Service Providers

Project Name – Project Location
Project Start Date – MM/DD/YYYY

Subcontractors, Suppliers & Service Providers Monthly Reporting Instructions:

- Reports are due at the General Contractor by the 15th of each month.
- Forms must contain original signatures, printed names & printed titles of persons signing.
- A copy must be kept at the Subcontractor, Supplier or Service Provider's office for reference when filing Form 257b.

Material Suppliers/Service Providers:

- Form 259 (Monthly Materials Consumption Report)
 - Material Supplier/Service Supplier submits every month from the date that the project started. The officer of the company signs in the box that corresponds as to whether they "Did Supply Materials" that month or they "Did Not Supply Materials" that month.
 - At the end of the last month in which the material/service provider provided material or service for this project, the officer of the company must write at the bottom of the form in BIG BOLD letters **FINAL**.

Subcontractors:

- Form 257 (Monthly Employment Utilization Report)
 - Sub submits every month from the date that the project started and not from the date that specific sub began.
 - For the months in which the sub did not work on the project site, the sub still fills out one Form 257 for each month & check the box marked "Did not perform work on this project for this month" which is located at the bottom of the form.
 - For whatever months the sub does work on the project site, the sub fills out a Form 257, one for each month indicated the hours its employee(s) worked on the project for the month specified on the Form 257.

EX: If the sub did not work in Jan they fill out Form 257 & check the "Did not perform work on this project for this month" box.
 If the sub worked Feb & Mar they fill out the hours on Form 257, one for each month.
 If the sub finishes his/her work in Apr they fill out Form 257 & write at the bottom of the form in BIG BOLD letters **FINAL**.
- Form 257a (Monthly Employment Utilization Report)
 - Sub submits every month from the date that the project started if "On Site Personnel (Other than Trade Workers)" worked on the job.
 - Follow instructions above for Form 257 when a non-trade worker employee is on site.
 - If no non-trade worker employees are on the site, then the sub need not submit Form 257a.
- Form 257b (Cumulative Employment Utilization Report)
 - The last month the finishes his/her work on the project site, that sub must fill out Form 257b (as well as a FINAL Form 257 mentioned above) & write at the bottom of the form in BIG BOLD letters **FINAL**.
 - Form 257b is a total of all the work hours the trade personnel have worked on the project. Therefore, if you add up all of the hours for each of the Form 257s that have been filed for this project, that number should correspond with the number of total work hours reported on the Form 257b.
- Punch List Items or Other Events
 - If a sub returns to the job to do punch list items or other events after filling out Final filings a Revised Final Form 257 for the months that they worked on the punch list items, as well as a Revised Form 257b must be filed.
 - These revised reports should be marked in BIG BOLD letters "REVISED MM/DD/YYYY."