

***INSTRUCTIONS***  
***FOR COMPLETING “REPORT OF CONSTRUCTION WAGE RATES”***

1. Print or type your company’s name, address, phone number and the name of the project you are reporting. A **PROJECT** is the construction, alteration, repair or demolition of any structure, roadway, commercial or industrial site, including painting and attaching decorative features. The **Survey** requires that you provide the project location and a brief description of the work.
2. Complete a separate report for each project in Delaware (both public and private) on which your company worked during the period **JULY 1, 2011 to DECEMBER 31, 2011**. [Make as many copies of the Report as you need.]
3. Check one box identifying the **TYPE OF CONSTRUCTION** you were doing (see pages 6 through 8 of the Regulations for descriptions of types of construction). Do **NOT** report residential construction (under 5 stories) or maintenance work. Highway or Heavy construction that is part of a Building Project is Building Construction if the Highway or Heavy portion costs less than 20% of the total project cost. Delaware’s Prevailing Wage Regulations are available by contacting our Office or online at [www.delawareworks.com](http://www.delawareworks.com)
4. Check one box identifying the **COUNTY** in which the work was performed.
5. Submit only those **CLASSIFICATIONS** listed below pursuant to 29Del.C.§6960(a) and that are defined in the “Classification of Workers Under Delaware’s Prevailing Wage Law,” available from our Office or online at [www.delawareworks.com](http://www.delawareworks.com)

**Building Construction**

<b><u>New Castle County</u></b>	<b><u>Kent County</u></b>	<b><u>Sussex County</u></b>
Asbestos Workers	Asbestos Workers	Asbestos Workers
Boilermakers	Boilermakers	Boilermakers
Cement Finishers	Cement Finishers	Cement Finishers
Electrical Line Workers	Electrical Line Workers	Electrical Line Workers
Plasterers	Elevator Constructors	Elevator Constructors
Roofers-Composition	Pile Drivers	Glaziers
Roofers-Shingle/Slate/Tile	Plasterers	Ironworkers
Truck Drivers	Plumbers/Pipe/Steamfitters	Pile Drivers
	Roofers-Composition	Plasterers
	Roofers-Shingle/Slate/Tile	Plumbers/Pipe/Steamfitters
	Sheet Metal Workers	Power Equipment Operators
	Truck Drivers	Roofers-Composition
		Roofers-Shingle/Slate/Tile
		Sheet Metal Workers
		Terrazzo/Marble/Tile Setters
		Terrazzo/Marble/Tile Finishers
		Truck Drivers

**Highway Construction**

<b><u>New Castle County</u></b>	<b><u>Kent County</u></b>	<b><u>Sussex County</u></b>
Carpenters	Cement Finishers	Bricklayers
Cement Finishers	Electrical Line Workers	Cement Finishers
Electrical Line Workers	Ironworkers	Electrical Line Workers
Iron Workers	Laborers	Ironworkers
Laborers	Millwrights	Laborers
Millwrights	Pile Drivers	Millwrights
Pile Drivers	Power Equipment Operators	Pile Drivers
Power Equipment Operators	Sheet Metal Workers	Power Equipment Operators
Sheet Metal Workers	Truck Drivers	Sheet Metal Workers

Truck Drivers		Truck Drivers

**Heavy Construction**

<u><i>New Castle County</i></u>	<u><i>Kent County</i></u>	<u><i>Sussex County</i></u>
Asbestos Workers	Asbestos Workers	Asbestos Workers
Bricklayers	Boilermakers	Boilermakers
Cement Finishers	Bricklayers	Bricklayers
Electrical Line Workers	Cement Finishers	Cement Finishers
Glaziers	Electrical Line Workers	Electrical Line Workers
Ironworkers	Glaziers	Glaziers
Plasterers	Insulators	Ironworkers
Sheet Metal Workers	Ironworkers	Pile Drivers
Sprinkler Fitters	Pile Drivers	Plasterers
Truck Drivers	Plasterers	Plumbers/Pipe/Steamfitters
	Plumbers/Pipe/Steamfitters	Power Equipment Operators
	Power Equipment Operators	Sheet Metal Workers
	Sheet Metal Workers	Sprinkler Fitters
	Sprinkler Fitters	Truck Drivers
	Truck Drivers	

6. Specify **PEAK WEEK OF EMPLOYMENT** for each classification. **Peak week** is the calendar week during which you had the greatest number of workers in a given classification working on the project. Peak weeks may vary from classification to classification.
7. Indicate the **HOURLY RATE OF PAY** (base rate + fringe benefits, if any) for each classification of worker. [Fringe benefits are explained on page 9 of the Regulations.]
  - Report **ONLY** wages paid to workers who use the tools of a trade or are laborers on the project site.
  - Do **not** average wages.
  - Do **not** give a pay range.
  - Do **not** report premium pay or overtime pay. *Use only straight time pay.*
  - Do **not** report wages paid to apprentices, trainees or helpers who are paid less than laborers or mechanics.
  - Do **not** report extra hourly wages (premium pay) paid to working foremen for their supervisory duties. List working foremen using their mechanic classification and mechanic (not foreman) pay rate.
8. Indicate the **NUMBER OF EMPLOYEES** paid at each particular rate. If you pay different rates within a classification, list each rate separately with the number of workers paid at that rate.
9. Completed reports must be **RECEIVED** by the Department of Labor (Office of Labor Law Enforcement) or **POSTMARKED** no later than **FEBRUARY 8, 2012**, in order to be used in determining prevailing wage rates.

**For information call (302) 451-3423**