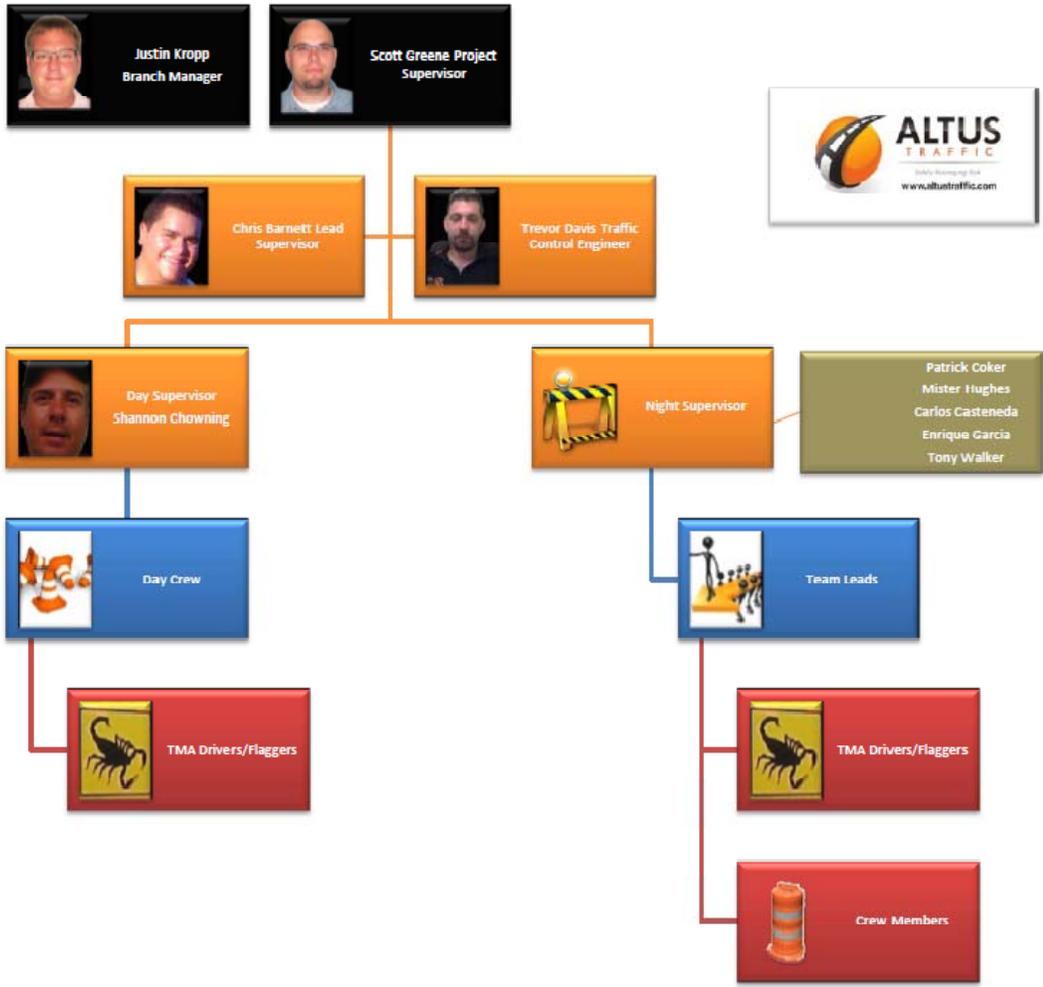


ALTUS SUBCONTRACTOR MANAGEMENT PLAN

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PROJECT PERSONNEL



SAFETY REQUIREMENTS

The NorthGate Constructors Project is dedicated to the concept that all injuries are preventable, and we are committed to achieving and sustaining "Zero Injury Performance" through continuous improvement practices.

Our First Rule of Safety is to: *Never Walk Past an Unsafe Act or Condition, Stop and Correct It!* We have been able to reduce the frequency and severity of incidents by following this rule.

If we fail to follow through in correcting the unsafe acts and/or conditions that are found, we are demonstrating to others that we do not have a personal interest in their safety. Remember, "Safety begins With Me!"

MUST BE DONE BEFORE SUBCONTRACTOR SHOWS UP PROJECT TO DO WORK:

- Must have a copy of the NorthGate Constructors Safety Plan
- Every employee that is going to be on the job must go through NorthGate Safety Training
- Understand the Project Sins for the job
- Fill out Subcontractor Safety Checklist
- Have an understanding that everything we do has a JHA

HAZARD ANALYSIS

The purpose of a hazard analysis is to identify and anticipate specific hazards related our operations as work progresses.

1. Hazard analyses are performed on three levels:
 - A. Overall job hazard analysis
 - B. Specific job hazard analysis
 - C. Individual task mini-hazard analysis

At the start of the job, the job superintendent, project engineer, and craft supervisors should prepare an overall job hazard analysis. In addition, foremen, with input from craft employees, should make a hazard analysis of their specific operations.

Hazard analyses must be reviewed weekly and updated as operations and conditions change. The hazard analyses must be reviewed and signed by the Superintendent, discipline manager and the crew members.

Your analysis should include the following:

Itemize the operation

First, outline the steps involved with the operation. Be sure to include related steps. For example, if the operation involves excavating, one related step could be: *“Locate underground utilities.”*

If an operation is complicated, (more than six steps), then split the operation into parts and do a hazard analysis for each part.

Hazard Recognition

List the potential hazards for each step. Consider types of hazards that employees and equipment may be exposed to during each operation. For example, if building forms is one step, the hazard might be: *“pinch points created when assembling the form system.”*

Action to be Taken

List the recommended safe action to be taken by the person or crew to eliminate or minimize each hazard. Establish safe procedures and record them. For example, if the hazard is the pinch points, then one action to be taken would be: *“identifying and photographing specific pinch points to be avoided during the operation.”*

Follow Up

Evaluate the operation as it proceeds. Make sure the Hazard Analysis is followed. Look for unforeseen problems such as an employee that fills in when somebody is absent. Determine what changes are necessary to improve the operation and make updates to the hazard analysis as necessary.

A hazard analysis for job operations can promote hazard recognition and awareness for you, the supervisor and crewmembers, and it can be used as a checklist for training newly hired employees.

	Step 1:	Step 2:	Step 3:
WHAT IS THE WORST THAT COULD HAPPEN?			
PREVENTION PLAN (Focus on Behaviors)			
HOW ARE YOU MOST LIKELY TO GET HURT?			
PREVENTION PLAN (Focus on Behaviors)			
OTHER RISKS TO BE AWARE OF?			
PREVENTION PLAN (Focus on Behaviors)			



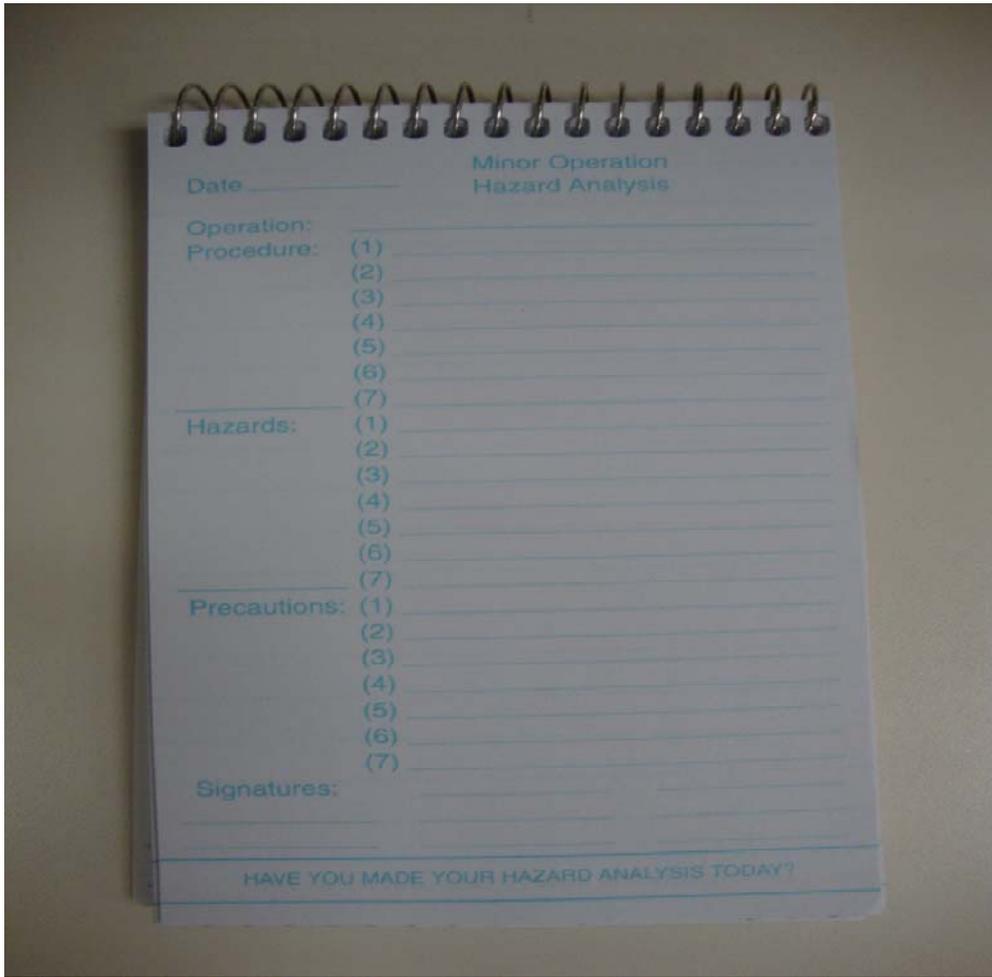
Kiewit Safe

	Step 4:	Step 5:	Step 6:
WHAT IS THE WORST THAT COULD HAPPEN?			
PREVENTION PLAN (Focus on Behaviors)			
HOW ARE YOU MOST LIKELY TO GET HURT?			
PREVENTION PLAN (Focus on Behaviors)			
OTHER RISKS TO BE AWARE OF?			
PREVENTION PLAN (Focus on Behaviors)			



Kiewit Safe

MINOR OPERATION HAZARD ANALYSIS



- MAKE SURE TO USE FOR THE SMALL ODD JOBS LIKE CHANGING A HOSE ON THE TMA
- ALL OPERATIONS NEED TO HAVE A HAZARD ANALYSIS COMPLETED BEFOREHAND
- TAKE A MINUTE BEFORE AN ACTIVITY TO THINK ABOUT SAFETY

QC/QA REQUIREMENTS

Quality Control NorthGate Constructors

The importance of the Quality Policy needs to be communicated to the sub. We are a team and we do not want the sub to have rework. Need to stress: “DO IT RIGHT THE FIRST TIME.”

TRAFFIC CONTROL CREWS:

All traffic control crews do a MOT Daily Inspection Form for the lane closure and the Maintenance crew does one for all corrected items.

QA INSPECTING:

PSI will randomly do a 599 inspection of the traffic control devices. Altus has 24 hours to make corrections for their incentive program.

MOT DAILY INSPECTION FORM

Job Name /No. DFW Connector/486-13006
 Owner's No. 0353-03-079

Traffic accident(s) today?	
Yes	No
Report #:	_____
Report #:	_____
Report #:	_____

Date _____ Sun Mon Tue Wed Thu Fri Sat (Circle One)
 Inspections: Time: _____ Time: _____ Photos taken Yes No
 Time: _____ Time: _____ Video taken Yes No
 Temp: _____ High _____ Low Wind Direction and Speed: _____
 Sky: (circle) Clear/Sunny Pt. Cloudy Overcast Night
 Precipitation: (circle) Dry Fog Rain/Mist Freezing Rain Snow
 Road: (circle) Dry Wet Ponding Ice/Snow Patches Closed

Today's Operations Requiring Traffic Control: _____

Today's Traffic Control Plans (If no plan, describe using "Diary" on back):

TCP/LCR# _____	Location: _____

Changes or modifications to plans today: _____

Devices Used:	Type	Count	Locations	Repairs/Replaced/Cleaned	✓ All Correct
<input type="checkbox"/> Barricades	I _____				
	II _____				
	III _____				
<input type="checkbox"/> Drums/Barrels	_____				
<input type="checkbox"/> Cones	_____				
<input type="checkbox"/> Tubes/Candles	_____				
<input type="checkbox"/> Wall Barrier	K-rail _____				
	Water _____				
<input type="checkbox"/> Vertical Panels	_____				
<input type="checkbox"/> Message Boards (location, quote)	_____				

<input type="checkbox"/> Signs (describe)	_____				

<input type="checkbox"/> Arrow Boards	_____				
<input type="checkbox"/> Attenuator	_____				
<input type="checkbox"/> Crash Cushions	_____				
<input type="checkbox"/> Other	_____				

ENVIRONMENTAL REQUIREMENT

Environmental Training:

This step is very important to make sure we are communicating how seriously NorthGate Constructors takes environmental issues. Every employee needs to have the NorthGate Environmental Training completed before going to work.

Need to communicate to the sub that it is necessary to be prepared when it comes to environmental issues by having the spill kit available in the truck, taking the necessary precautions to avoid spills and doing daily inspections on equipment.

Equipment Inspections:

PRE-START DAILY VEHICLE INSPECTION – OPERATIONS 113.1 US

Update date: June 2011

Operator Name: _____ Vehicle Plate No: _____
 Date/Time: _____ Mileage Start: _____
 Vehicle Type: Truck Stake Bed TMA

Plant Operator Daily Safety Checklist
Operators are required to check the following items before commencing work. These records form the basis of a plant maintenance procedure and will be subject to random inspection. Keep the record with you at all times. [NA] Item not applicable

Current Registration	Jack and wrench	Horn	Washer Water	Vehicle damage	Steering
Current Inspection	Spare wheel	Windshield	Sealballs	Mirrors	Brake Fluid
Wheel nuts	Head Lights	De-fogger	Sealing	Gauges	Coolant
Tire pressure	Tail lights	Wipers	Brakes	Windows	Oil
Tire wear	Rotating Lights	Tow Bar	Clutch	Roof Arrow	Air Tanks Drained

Body Damage

X	O				
Dent	Scratch	Describe problem in comments			

Notes/Comments
 Is there significant damage Yes/No (if yes report to state Manager)
 Is the fault a safety risk? Yes/ No
 If yes the vehicle is to be tagged out and reported to your supervisor
 Verification repairs/safety inspection have been conducted by: _____
 Name: _____ Signature: _____ Date: _____
 Driver Signature _____ Mileage End _____

All damages and defects must be reported to your supervisor immediately.

PRE-START DAILY AB / VMB INSPECTION – OPERATIONS 113.1 US

Update date: _____

Date: _____ Trailer No: _____
 Plant Type: Arrow Board Message Board Other: _____

Plant Operator Daily Safety Checklist
Operators are required to check the following items before commencing work. These records form the basis of a plant maintenance procedure and will be subject to random inspection. Keep the record with you at all times. [NA] Item not applicable

Tail Lights	Safety Chains	Brakes (if fitted)	Batteries	Tires	Electrics
Light Plugs	Safety Pins	Arrow Lights	Solar panels	Message Panels	Registration
Stabilizer legs	Jockey Wheel	Winch	Mast locking pin	Trailer damage	Control Panel

Before commencing operations check – Trailers

MARK ANY DEFECTS IN THE DIAGRAM BELOW

Notes/Comments

 All damages and defects must be reported to your supervisor.

Operators Name: _____
 Operators Signature: _____

SCHEDULE

SCHEDULING:

Scheduling the lane closures takes place on Centric by submitting a lane closure request. After submitting the request, schedule it at the four week schedule meeting and at the Play of the Day meeting. To get more detailed information about submitting lane closures, see the SOP.

Play of the Day Schedule Board:

NO LCR # = NO CLOSURE

	* Must Include Closure #	* LANE CLOSURE SCHEDULE	MOT On-Call # (972)536-7193
	FRI NIGHT 7/23	SAT NIGHT 7/24	SUN NIGHT 7/25
1	1. [Handwritten details]	1. [Handwritten details]	1. [Handwritten details]
2	2. [Handwritten details]	2. [Handwritten details]	2. [Handwritten details]
3	3. [Handwritten details]	3. [Handwritten details]	3. [Handwritten details]
4	4. [Handwritten details]	4. [Handwritten details]	4. [Handwritten details]
5	5. [Handwritten details]	5. [Handwritten details]	5. [Handwritten details]
6	6. [Handwritten details]	6. [Handwritten details]	6. [Handwritten details]
7	7. [Handwritten details]	7. [Handwritten details]	7. [Handwritten details]
8	MON DAY 7/24	TUE DAY 7/25	WED DAY 7/26
9	9. [Handwritten details]	9. [Handwritten details]	9. [Handwritten details]
10	10. [Handwritten details]	10. [Handwritten details]	10. [Handwritten details]
11	11. [Handwritten details]	11. [Handwritten details]	11. [Handwritten details]
12	12. [Handwritten details]	12. [Handwritten details]	12. [Handwritten details]
13	13. [Handwritten details]	13. [Handwritten details]	13. [Handwritten details]

4 WEEK SCHEDULE MOT TRAFFIC CONTROL:

Lane closure schedule based on the 4 WK Schedule for 9/22/11- Final

Date	Bridge	Closure #	Start Time	End Time	LC Description
Friday, September 23, 2011	24	32	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Friday, September 23, 2011	9 & 10	39	8:00pm	6:00am	NB & SB SH 26 full closure
Friday, September 23, 2011	9 & 10	39	8:00pm	6:00am	SH26 on ramp to WB114 closed
Friday, September 23, 2011	9 & 10	39	8:00pm	6:00am	WB 114 exit ramp to SH 26 closed
Friday, September 23, 2011	9 & 10	44	8:00pm	6:00am	EB 114FR a-turn full closure at SH 26 from 1709 on ramp to WB114FR at FM1709
Friday, September 23, 2011	40	63	8:00pm	6:00am	WB114/SB121 full closure Texan Trail to WDT
Friday, September 23, 2011	40	88	8:00pm	6:00am	Full Main St bridge closure
Friday, September 23, 2011	64	74	8:00pm	6:00am	EB114 ramp to NB121 full closure, bridge 51
Friday, September 23, 2011	64	59	8:00pm	6:00am	EB114 full closure at the NB121/635 exit ramp IP, including the SB IP ramp to EB114 closed
Friday, September 23, 2011	Grading	87	8:00pm	6:00am	EB114 full closure from SH26/WDT exit ramp to Texan Trail
Saturday, September 24, 2011- Monday, September 26, 2011	20	7	8:00pm (Saturdays)	6:00am (Mondays)	WDT bridge closed
Saturday, September 24, 2011	20	38	8:00pm	6:00am	EB 114 full closure from SH 26/WDT to Main St
Saturday, September 24, 2011	20	18	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Saturday, September 24, 2011	64	13	8:00pm	12:00pm (Sunday)	SB IP full closure at WB114 exit ramp to WB114 on ramp
Saturday, September 24, 2011	9 & 10	39	8:00pm	6:00am	NB & SB SH 26 full closure
Saturday, September 24, 2011	9 & 10	39	8:00pm	6:00am	SH26 on ramp to WB114 closed
Saturday, September 24, 2011	9 & 10	39	8:00pm	6:00am	WB 114 exit ramp to SH 26 closed
Saturday, September 24, 2011	9 & 10	44	8:00pm	6:00am	EB 114FR a-turn full closure at SH 26 from 1709 on ramp to WB114FR at FM1709
Sunday, September 25, 2011	Asbestos	81	8:00pm	6:00am	EB114FR from WDT to Main St full closure, Main St exit ramp closed as well.
Monday, September 26, 2011	9 & 10	39	8:00pm	6:00am	NB & SB SH 26 full closure
Monday, September 26, 2011	9 & 10	39	8:00pm	6:00am	SH26 on ramp to WB114 closed
Monday, September 26, 2011	9 & 10	39	8:00pm	6:00am	WB 114 exit ramp to SH 26 closed
Monday, September 26, 2011	9 & 10	44	8:00pm	6:00am	EB 114FR a-turn full closure at SH 26 from 1709 on ramp to WB114FR at FM1709
Monday, September 26, 2011	74	32	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Monday, September 26, 2011	20	38	8:00pm	6:00am	EB 114 full closure from SH 26/WDT to Main St
Monday, September 26, 2011	20	38	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Monday, September 26, 2011	64	80	8:00pm	6:00am	WB114 exit ramp closed to DPW/NB121
Monday, September 26, 2011	64	90	8:00pm	6:00am	NB IP full closure from EB114 exit ramp to NB121 merge
Monday, September 26, 2011	59	59	8:00pm	6:00am	EB114 full closure at the NB121/635 exit ramp IP, including the SB IP ramp to EB114 closed
Monday, September 26, 2011	Grading	87	8:00pm	6:00am	EB114 full closure from SH26/WDT exit ramp to Texan Trail
Monday, September 26, 2011	Asbestos	81	8:00pm	6:00am	EB114FR from WDT to Main St full closure, Main St exit ramp closed as well.
Tuesday, September 27, 2011	9 & 10	39	8:00pm	6:00am	NB & SB SH 26 full closure
Tuesday, September 27, 2011	9 & 10	39	8:00pm	6:00am	SH26 on ramp to WB114 closed
Tuesday, September 27, 2011	9 & 10	39	8:00pm	6:00am	WB 114 exit ramp to SH 26 closed
Tuesday, September 27, 2011	9 & 10	44	8:00pm	6:00am	EB 114FR a-turn full closure at SH 26 from 1709 on ramp to WB114FR at FM1709
Tuesday, September 27, 2011	24	32	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Tuesday, September 27, 2011	20	38	8:00pm	6:00am	EB 114 full closure from SH 26/WDT to Main St
Tuesday, September 27, 2011	20	38	8:00pm	6:00am	WB 114 full closure from Main St exit to WDT, including WDT exit ramp closed
Tuesday, September 27, 2011	64	80	8:00pm	6:00am	WB114 exit ramp closed to DPW/NB121
Tuesday, September 27, 2011	64	90	8:00pm	6:00am	NB IP full closure from EB114 exit ramp to NB121 merge
Tuesday, September 27, 2011	59	59	8:00pm	6:00am	EB114 full closure at the NB121/635 exit ramp IP, including the SB IP ramp to EB114 closed
Tuesday, September 27, 2011	Grading	87	8:00pm	6:00am	EB114 full closure from SH26/WDT exit ramp to Texan Trail
Tuesday, September 27, 2011	Asbestos	81	8:00pm	6:00am	EB114FR from WDT to Main St full closure, Main St exit ramp closed as well.

DAILY NGC EMAIL SCHEDULE:

MOT LANE CLOSURE COORDINATION

NO.	DAY / NIGHT	LCR	UTC	OPEN LANES	ROADWAY	START	END	LANES	DISCIPLINE	CONTACT	NOTES
Tuesday, September 20, 2011											
1	NIGHT	609		1	EB114	SH26	Main	1 x LT LN	Grading	Keller	
2	NIGHT	609		1	NB121	Mustang	Main	1 x RT LN	MOT	Tommy	
3	NIGHT	758		0	Texan Trail on ramp to WB114 closed			1 x LT LN, RAMP	MOT	Tommy	1xLT LN on Ft to close down ramp
4	NIGHT	80	2	0	WB114 exit ramp to NB121/635			RAMP	Structures	Javier	2 x UTC 8pm-10pm
5	NIGHT	81		0	EB114FR	WDT	SB121 overpass	FULL	Asbestos	Gravel	Including EB114 exit ramp to Main St
6	NIGHT	700		0	WB114	Main St	1709	1 x RT LN, RAMP	Utilities	GC	Close 1709 Off-Ramp
7	NIGHT	744		1	SBIP to EB114 Loop Ramp			1 x RT LN, RAMP	Paving	Speakman	
8	NIGHT	749		0	SB Tate	WB114FR	south of EB114FR	1 x RT LN	Intersections	Wollen	
9	NIGHT	-	-	-	3 TMA's MOT yard 10pm			-	MOT	Tommy	
10	NIGHT	-	1	-	Texan Trail on ramp to EB114			-	Paving	Speakman	1 x UTC, 1 x flagger at 6:45pm
Wednesday, September 21, 2011											
1	DAY	645		1	FM1709 turn lane	South of Bank S:	EB114FR	1 x RT LN	Utilities	GC	
2	DAY	686		2	SB SH26	Earnest Dean	Walmart	1 x RT LN	Utilities	GC	
3	DAY	585		1	WB114FR	Minters Chapel	Grapevine Ford	1 x RT LN	Utilities	GC	
4	DAY	757		1	WB114FR	PF Changs	Tate	1 x RT LN	Intersections	Wollen	
Wednesday, September 21, 2011											
1	NIGHT	87		0	EB114	SH26	Main	FULL	Grading	Keller	
2	NIGHT	609		1	NB121	Mustang	Main	1 x RT LN	Grading	Keller	
3	NIGHT	718		3	EB114	IP	Freeport	1 x RT LN	Grading	Keller	
4	NIGHT	700		1	WB114	Main	WDT	1 x RT LN	Grading	Keller	
5	NIGHT	80		0	WB114 exit ramp to NB121/635			RAMP	Structures	Terry	
6	NIGHT	73	2	0	NB IP	EB114 exit ramp	merge with 121	FULL	Structures	Terry	2xUTC 8pm-10pm
7	NIGHT	73		0	SB IP	WB114 exit ramp	WB114 on ramp	FULL	Structures	Terry	
8	NIGHT	-	1	-	Texan Trail on ramp to EB114			flagger and UTC	Paving	Speakman	1 flagger and UTC at 6:45pm
9	NIGHT	81		0	EB114FR	WDT	SB121 overpass	FULL	Asbestos	Gravel	Including EB114 exit ramp to Main St
10	NIGHT	59		0	EB114	NB121 exit ramp	east of IP	FULL + RAMP	Structures	Javier	Close SBIP to EB114 Loop Ramp
Thursday, September 22, 2011											
1	DAY	728		2	WB114FR	FM1709	NW Hwy	1 x RT LN	Intersections	Wollen	
2	DAY	645		1	FM1709 turn lane	South of Bank S:	EB114FR	1 x RT LN	Utilities	GC	
3	DAY	686		2	SB SH26	Earnest Dean	Walmart	1 x RT LN	Utilities	GC	

ALTUS SCHEDULE:

Thursday, Sept 22 2011 (Night)

LDR	TCP#	Closure Information	Direction	Contract	Pin Curve	Notes	JETS	TRAYS	TRUCKS	W.D.R	DAILY #	CROW #	ALTUS TRAY NUMBER	TEAM LEAD		LADDER		LADDER		TMA		TOTAL MAN HRS
														IN	OUT	IN	OUT	IN	OUT	IN	OUT	
1	PNCN	W-114 FULL CLOSURE THE WB 114 RAMP	FRUIT	N 11400	3		100		14	3216	8273	5	135									
2	PNCN	WB 114 FULL CLOSURE THE WB 114 RAMP	FRUIT	BAR	3	PUSH BARRIERS TO TYPICAL TRAIL BEHIND BATCH PLANT	138		11	3216	8274	12										
3	ADR	WB 114 FULL CLOSURE THE WB 114 LOOP RAMP	FRUIT	BAR	3	SEE RAMP AND SIGN	138		4	3216	8275	13										
4	PNCN	WB 114 FULL CLOSURE	FRUIT	BAR	3	RAMP AT #12	132-0		16	3216	8153	14										
5	PNCN	WB 114 FULL CLOSURE TYPICAL TRAIL	FRUIT	BAR	3		117-11		6	3216	8152	4	130									
6	PNCN	WB 114 FULL CLOSURE AT JUNCTION RAMP	FRUIT	BAR	3	SETUP TO CLEAN ON RAMP	101	901		3216	8153	7	124									
7	PNCN	WB 114 FULL CLOSURE AT JUNCTION RAMP	FRUIT	AND	3		101		5	3216	8154	8										
8	PNCN	WB 114 FULL CLOSURE	FRUIT	AND	3	RAMP AT #4	101		1	3216	8155	15										
9	PNCN	WB 114 FULL CLOSURE	FRUIT	AND	3	RAMP AT #6	101		1	3216	8155	15										
10	BA/IN	WB 114 FULL CLOSURE AT JUNCTION RAMP TO WB 114	FRUIT	AND	3	RAMP AT #4				3216		14										
11		FLAGGER SETUP	FRUIT			2 FLAGGER SHEETS 7:30PM TO 4:00 AM, 4AM TO 12 PM, BILLABLE				3216	1156,117	142/138										
12		START FULL CLOSURE				WILL BE IN PLACE FOR FULL CLOSURE				3216												
13		MEET/BRANCH						30	3216	8158		14-45										
14		HOIST SUPERVISOR				TOWER WALKER / SUPERVISOR		2	3216	8158												
15										3216												
16										3216												
17										3216												
18										3216												

WORK PLAN (TCP):



Date: 2/10/2011 Project: MOT 558
 Comments: WB 114 FULL CLOSURE AT IP PG 1



FINANCIAL INCENTIVE PLAN

Financial Incentive Plan:

Goal/Purpose:

The Goal of this plan is to incentivize the subcontractor, to perform at the highest level possible in three areas: safety, quality, and compliance.

Description:

An incentive of \$10,000 monthly is available based on a scorecard completed monthly by Contractor and Subcontractor. The score card is divided into eight pass/fail criteria covering safety, quality, and compliance. Six of these eight criteria must be passed monthly in order for Subcontractor to receive incentive. Seven out of eight will result in a payment of \$8,750 (87.5%) and six out of eight will result in a payment of \$7,500 (75%). Any score below six will result in no incentive. If any of the criteria is failed two consecutive months, no incentive will be earned. The incentive availability begins July, 2010, and will end October 2013. The total available incentive is \$380,000.

ALTUS INCENTIVE SCORE CARD

Completed Monthly by Sub Monitor and Altus Manager

Must Pass (P) on 6 out of 8 items below to receive financial incentive

DATE COMPLETED	
MONTH/YEAR	

Safety		
	P/F	COMMENTS
ZERO RECORDABLE ACCIDENTS THIS MONTH		
ZERO AT FAULT VEHEICLE ACCIDENTS ON PROJECT SITE		
QUALITY		
	P/F	COMMENTS
ZERO NCR'S THIS MONTH REGARDING SIGNS, BARRELS, AND TAPERS		
599 DEFECIENCYS COMPLETED W/IN 24HRS OF NOTIFICATION		
COMPLIANCE		
	P/F	COMMENTS
BARRICADE LOGS COMPLETE AND TURNED IN TO NORTHGATE W/IN VIDEO AND PHOTOS DONE DAILY AND TURNED INTO NORTHGATE W/IN 48		
AARA/DBE SUBMITTALS TURNED IN BY THE 3RD BUSINESS DAY OF EACH MONTH		
CERTIFIED PAYROLL SUBMITTED TO NORTHGATE BY THE FRIDAY FOLLOWING EACH PAY PERIOD WEEKLY		
TOTAL P/F		INCENTIVE TO BE PAID THIS MONTH (CIRCLE ONE) YES/NO

NORTHGATE MOT MANAGER SIGNATURE/DATE

ALTUS MANAGER SIGNATURE/DATE

CALCULATOR

P=8	\$	10,000
P=7	\$	8,750
P=6	\$	7,500
P=5 OR LESS	\$	-