

# Enter to Win!

## 2024 Excellence in Construction Entry Form and Instructions

ABC Keystone invites you to showcase your work in the 2024 ABC Excellence in Construction Awards program.

*This program recognizes and publicizes the outstanding work performed on projects built by the members of ABC Keystone.*

Join the ranks of hundreds of free enterprise companies recognized as “the best of the best” in the construction industry.



Each entry must adhere to all entry requirements, must be accompanied by the entry fee, and submitted to ABC Keystone no later than **Friday, June 14, 2024, at 4 pm** (Firm deadline, no exceptions!).

- No project with a safety-related fatality or company with a safety-related fatality within the program year can receive consideration for an award.
- No points will be given for presentation or appearance of the entry form/package.
- Projects entered, or entrant’s portion of project, must have been completed no earlier than **January 1, 2023**, and no later than **December 31, 2023**. The date on the occupancy permit determines a project’s completion.



ABC Keystone’s  
**34<sup>th</sup> Annual  
Excellence in  
Construction  
Awards**



The logo features a stylized American flag with stars and stripes above the letters 'ABC'. Below 'ABC' is the text 'Associated Builders and Contractors' in a small font, and 'Keystone' in a larger font below that.



# 2024 Excellence in Construction

## Judging and Awards

### Judging

ABC Keystone's panel of volunteer judges represents a cross-section of the industry, including local design professionals and engineers. Projects are judged on execution of design, craftsmanship, safety, attention to detail, proper installation, evidence of extraordinary effort, owner satisfaction, and other considerations. Judges evaluate the projects based on submission and, if necessary, site visits.

An ABC Keystone member accounting firm designated by the Excellence in Construction Committee tabulates the completed forms. Decisions of the judges are final.

### Awards

The Excellence Award, the top honor, is given to the highest scoring project in each category, provided the project earned at least 90 points. The Merit Award, second place, is given to all other projects that scored 80 or more points in each category. If none of the projects in a category scored 80 points or more, then an award will not be given. All other entrants earn a Certificate of Commendation.

- ◆ Being the only project in a category does NOT guarantee an award.
- ◆ A project must score **80 or more** points to be eligible for a **Merit Award**.
- ◆ A project must score **90 or more** points to be eligible for an **Excellence Award**.
- ◆ If more than one project scores **95 or higher**, then judges can award **up to TWO (2) Excellence Awards** per category. Scoring must be very close for this to occur.

## IMPORTANT DATES TO REMEMBER:

“Insider’s Guide to EIC Entries” FREE seminar: **By Appointment February/March 2024**

Submit a completed “Intent to Submit” form by: **April 12, 2024**

Deadline for entry: **June 14, 2024**

Notification: All entrants will be informed of the results no later than **August 1, 2024**

Excellence in Construction Awards Gala: **November 7, 2024**

# Electronic Submission Process

The Excellence in Construction Awards is PAPERLESS! That's right - no binders or tabs. We want to make the entry process as simple as possible. If you have any questions, please contact Emily at 717-653-8106 or [emily@abckeystone.org](mailto:emily@abckeystone.org) to walk through the steps to complete the forms and submit them via Dropbox.

TO ENTER YOUR PROJECT(S) YOU NEED ADHERE TO THE FOLLOWING GUIDELINES:

**1) Please email your Intent to Submit form to [Emily@abckeystone.org](mailto:Emily@abckeystone.org) no later than April 12, 2024.** This form can be found at <https://abckeystone.org/excellence-in-construction/>.

Intent to Submit form includes:

- Contractor information
- Entry Category
- Your company's ABC Dues category
- Project information

2) When the "Intent to Submit" form is received, the designated contact person will receive a Dropbox invitation to upload content into a private folder. If submitting more than one project, your folder will contain pre-labeled project sub-folders.

3) Please upload **one PDF file** that contains the information requested in the Entry Form:

- 1) **Contracted Scope**
- 2) **Project Narrative**
- 3) **Safety**
- 4) **References**
- 5) **Accredited Quality Contractor (AQC) – optional item**
- 6) **ABC Training – optional item**

**Please upload your Project Description as a separate Word document to Dropbox.**

Within your project folder there will be a sub-folder designated for **project photos**.

The official Entry Form can be downloaded from <https://abckeystone.org/excellence-in-construction/> and will also be provided in your Dropbox folder.

**The completed Entry Form must accompany your uploaded materials in Dropbox.**

**ENTRIES MUST BE UPLOADED INTO YOUR DROPBOX FOLDER  
BY JUNE 14, 2024, AT 4:00 PM.**

# List of Project Categories

(Review pages 4 - 5)

Modification or addition of categories and divisions may be made as needed to accommodate all entries. Any entrants affected will be contacted regarding any changes.

If you do not see a category that you feel applies to your project, contact Emily at ABC Keystone [emily@abckeystone.org](mailto:emily@abckeystone.org) or 717-653-8106.

## GENERAL CONTRACTOR CATEGORIES:

### • **A-1: Commercial**

Offices, retail stores, banks, hotels, fit-out of commercial tenant spaces\*

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. \$25 to \$50 million
- e. Over \$50 million

### • **A-2: Industrial**

Warehouses, manufacturing facilities, etc.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. Over \$25 million

### • **A-3: Institutional**

Schools, churches, theaters, facilities with "monumental" finishes.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. \$25 to \$50 million
- e. Over \$50 million

### • **A-4: Healthcare**

Hospitals, facilities where patient care requires high levels of sanitary finishes and complex support services.

Heavy medical use.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. Over \$25 million

## PLEASE NOTE:

Each project may be entered in only ONE general contractor category.

The same project may be entered in various specialty contractor categories as appropriate, in addition to entry in a general contractor category.

### • **A-5: Renovation**

No more than 20% increase in facility square footage, and area of renovation exceeds area of addition; includes historical renovation.

- a. Under \$1 million
- b. \$1-\$5 million
- c. Over \$5 million

### • **A-6: Residential\*\***

- a. New Single Family
- b. New Multi-Unit
- c. Renovation Single Family
- d. Renovation Multi-Unit

### • **A-7: Pre-Engineered Buildings**

Over 75% of facility area is pre-engineered.

### • **A-8: Medical Renovation**

Renovation of a medical facility, as described in A-4. No more than 20% increase in facility square footage, and area of renovation exceeds area of addition.

- a. Under \$1 million
- b. \$1-\$5 million
- c. Over \$5 million

### • **A-9: Public Works/Infrastructure**

Streets, parks, bridges, water or sewer treatment plants, where non-building work far exceeds building portion of the facility.

### • **A-10: Community/Public Service**

General Contractor projects, regardless of type, which enhanced the community and used partially or fully donated resources. Entries should include information detailing the donated resources.

### • **N-1: Miscellaneous/Special Projects – Both GCs and SCs may enter this category**

Projects that do not qualify for any of the above; includes equipment specialties and types of construction not categorized.

\*Doctor's offices, without extensive treatment facilities, should be entered in **Commercial**.

\*\*Elder care and retirement facilities should be entered in **Residential Multi-Unit** category. However, if the largest portion is common area (recreation, dining, etc.), project should be entered in the **Commercial** category.

# List of Project Categories

(Review pages 4 - 5)

Modification or addition of categories and divisions may be made as needed to accommodate all entries. Any entrants affected will be contacted regarding any changes.

If you do not see a category that you feel applies to your project, contact Emily at ABC Keystone [emily@abckeystone.org](mailto:emily@abckeystone.org) or 717-653-8106.

## SPECIALTY CONTRACTOR CATEGORIES:

- **B-1: Electrical**

- a. Under \$250,000
- b. \$250,000 to \$1 million
- c. \$1-\$5 million
- d. Over \$5 million

- **C-1: HVAC**

- a. Under \$250,000
- b. \$250,000 to \$1 million
- c. \$1-\$5 million
- d. Over \$5 million

- **C-2: Plumbing**

- a. Under \$250,000
- b. \$250,000 to \$1 million
- c. \$1-\$5 million
- d. Over \$5 million

- **C-3: Fire Protection**

- a. Under \$250,000
- b. Over \$250,000

- **D-1: Sitework**

Sitework portion of building projects, not public works. Specification Div. 2

- a. Under \$250,000
- b. Over \$250,000

- **E-1: Concrete**

Specification Div. 3

- a. Under \$250,000
- b. Over \$250,000

- **F-1: Masonry**

Specification Div. 4

- a. Under \$250,000
- b. Over \$250,000

- **G-1: Metal Work**

Structural steel, miscellaneous metal (stairs, railings, etc.). Specification Div. 5

- a. Under \$150,000
- b. Over \$150,000

- **H-1: Woodworking**

Installation, finish carpentry. Specification Div. 6

- a. Under \$150,000
- b. Over \$150,000

- **I-1: Millwork**

Fabrication

- a. Under \$150,000
- b. Over \$150,000

- **J-1: Moisture/Thermal Work**

Insulation, roofing, exterior thermal finishes, siding. Includes architectural metals (roofing, trims, etc.). Specification Div. 7

- a. Under \$150,000
- b. Over \$150,000

- **K-1: Doors/Windows/Glasswork**

Specification Div. 8

- a. Under \$150,000
- b. Over \$150,000

- **L-1: Interior Finishes**

Ceilings, drywall, ceramics, flooring, non-painting/wallcoverings. Specification Div. 9

- a. Under \$150,000
- b. Over \$150,000

- **M-1: Painting & Wallcoverings**

Specification Div. 9

- a. Under \$150,000
- b. Over \$150,000

- **N-1: Miscellaneous/Special Projects – Both GCs and SCs may enter this category**

Projects that do not qualify for any of the above; includes equipment specialties and types of construction not categorized.

- **P-1: Community/Public Service**

Specialty Contractor projects, see description on page 4 for Category A-10.

Specification Division definitions per the Construction Specifications Institute Format.

The same project may be entered in various specialty contractor categories as appropriate, in addition to entry in a general contractor category.

# Entry Requirements

Entries must be received by ABC Keystone no later than June 14, 2024, by 4:00 pm.

- Payment is due June 14, 2024
- Entries submitted by a General Contractor:  
Entry fee: \$335
- Entries submitted by a Specialty Contractor:  
Entry fee: \$295

Projects entered, or entrant's portion of project, must have been completed no earlier than January 1, 2023, and no later than December 31, 2023. The date on the occupancy permit determines a project's completion.

## Entry Rules

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1. Entry form and fee are required for each awards category entry. Checks payable to ABC Keystone. Due June 14, 2024, to the Chapter for consideration in the 2024 EIC Awards.
2. There is no limit to the number of entries in any category. Entrants must clearly specify in which category the project is being entered.
3. Eligibility:
  - Any contractor member of ABC Keystone in good standing may enter. A firm must be current in their payment of annual membership dues and association charges. Project entries must be in member's dues category. NO project with a safety-related fatality will receive consideration for an award.
  - Project eligibility is based on the contractor's ABC membership.
4. In the case of site visits, projects submitted within the ABC Keystone region of the following counties will be judged free of charge:  
Adams • Berks • Chester • Cumberland • Dauphin • Lancaster • Lebanon • Perry • Schuylkill • York  
It is the responsibility of the entrant to reimburse the Chapter for expenses incurred in judging projects outside the Chapter's region. If a site visit is required and no judges are available for a project that is outside the ABC Keystone region, ABC Keystone reserves the right to return entry and fee.
5. If an onsite visit is required, applicants may be asked to coordinate site visits for the judges.
6. A company that experiences a safety-related fatality of a direct employee in the United States within the current program year\* is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC Keystone member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be. Furthermore, all EIC award winners have a continuing duty to inform ABC Keystone of a safety-related fatality that occurred after the end of the current program year until the time of the awards program. Such a fatality will nullify the EIC award.  
A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year\* is required to provide additional information regarding action that has been taken following the fatality.  
No project that involves prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award.  
\*See Safety Requirements for additional details and program dates.
7. All entries become the property of ABC Keystone and will not be returned unless requested.
8. Entry fees are non-refundable. ABC Keystone reserves the right to re-categorize and/or disqualify any entry for cause with proper notification.
9. Photographs become the property of ABC. Grant of Rights -- You hereby grant to ABC Keystone the following non-exclusive rights:

- a) The right to reproduce, distribute or sell copies of the Work throughout the year as part of the course materials described above, including the right to reprint the Work, or any part thereof, whenever necessary and to license the use of the Work, or any part thereof, in any medium or form of communication in the English language.
- b) The right to use your name and, if we so choose, your photograph and biography in connection with the Work. You reserve all rights not specifically granted herein.

Warranty: You warrant that the Work is original with you, that its publication will not infringe on the rights of others, and that you have full power to make this grant.

# Award Criteria

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## 1. Contracted Scope - 10 points

*Brief description of your scope for this project; bullet point lists are best. Provide information that supports your entry's placement in this category.*

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a description of your scope for this project including the following information:
  - Size of project
  - Scope of work
  - Length of project
  - Nature of facility
  - Form of contract (i.e. Design-Build, Design-Bid-Build, CM at Risk, CM Agency, Negotiated Cost Plus)
  - Contract value
  - Percentage of labor that is self-performed

## 2. Project Narrative - 40 points

- Include up to **two pages**, ensuring legibility when selecting font design and size.
- Provide a written narrative indicating why this project is special and why it qualifies for an award. The focus of the narrative should be the construction (i.e., erection, installation, modification, grade footprint, etc.) of the project. Be sure to include the following items:
  - Describe any innovative programs relating to quality control
  - Describe any innovative programs relating to scheduling
  - Describe any innovative programs or methods relating to productivity
  - Describe any value analysis/engineering process used on the project
  - Indicate any special obstacles you overcame in completing the project
  - Describe any difficulties or extenuating circumstances encountered in completing the project

< **Sample Contracted Scopes and Project Narratives provided on the “Excellence Awards” page of [abckeystone.org](http://abckeystone.org).** >

## 3. Safety - 25 points

You will be required to answer safety-related questions in the entry form portion of this application. You must provide all the required documents and answer the questions.

- Did any prime, multi-prime, or sub-trade contractor on this project have a safety-related fatality on this project? If yes, the project is not eligible.
- Did the applying member company have a safety-related fatality in the United States with the current program year—January 1, 2021-December 31, 2021? If yes, the company is not eligible.

## 4. References - 15 points

Two reference letters are required, from the owner or design professional, which applauds staff, schedule adherence, and containment of project costs. May also include letters from specialty contractors, general contractors, and architects involved in the project praising the general or specialty contractor for the same. If you are both the entrant and the project owner, you may obtain a reference letter from one of your specialty contractors on your job performance. If there are no sources available for references, please explain.



# Award Criteria continued

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## 5. Photographs - 10 points

- Submit **10** maximum resolution, color digital photos (.jpg file format); **one image per file/landscape orientation**
- Photographs become the property of ABC and may be used in event production on screen and in printed program
- **For maximum points, provide in-progress photos for new construction; before and after for renovations**
- Photos depicting any unusual circumstances and/or obstacles encountered should be included
- Photos should showcase your specific area of work and match your narrative whenever possible
- Please explain if the project owner did not allow photos to be taken
- Digital photos must not be submitted within a software program such as PowerPoint or Acrobat, and must not include any text, date stamp, logos, or framing that affects the photo
- **Photo file names should be labeled as follows: CompanyName\_ProjectName\_image#. Please abbreviate your company name and project name to shorten the file name; no hyphens or special characters. Using underscores are OK.**
- If you would like to provide a one sentence description of each photo, please submit a separate Word document with image number and description
- Please consider providing photos that correlate with the narrative that you provide
- Please indicate on page 9 of the entry form which image number you would like used as the **“Marketing photo”** for each entry. This photo will be used in print marketing materials, social media and the audio/visual presentation at the Awards Gala. **Landscape-orientated, high resolution photos work best.**

## 6. Project Description

If this project is an Excellence Award recipient, a project description (submitted by your firm) will be read from the stage at the Awards Gala. We recommend reading your description aloud before submitting. Please provide a project description up to 85 words long and highlight the most impressive/unique/challenging aspects of the job. The project description is subject to editing and may be changed by ABC staff.

< Sample Project Descriptions provided on the “Excellence Awards” page of [abc.keystone.org](http://abc.keystone.org). >

## 7. AQC Contractor – optional – 2 pts.

If your company is designated as an ABC 2021 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org).

## 8. ABC Training – optional – 2 pts.

If your company has used ABC apprenticeship or other ABC training in the last 12 months, please provide a written description explaining how this training had equipped your company to complete this project.

## 9. Project of the Year (optional Keystone Chapter bonus award)

For entrant informational purposes, separate judging for the ABC Keystone Project of the Year Award will be based on the following criteria (in no particular order):

- Client Satisfaction
- Community Impact
- Design Features
- Positive notoriety or high-profile of the project

Recognition for the Project of the Year will include ALL entries (GC and SCs) submitted for that project.

Project finalists for Project of the Year will be selected from Excellence-winning projects and will be notified prior to August 30, 2024.

# 2024 ABC Keystone Excellence in Construction Entry Form

Complete the information exactly as it should appear in the audio/visual presentation and printed materials.  
Each submission requires a separate entry form.

## 1. Contractor Information

Company Name \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## 2. Entry Category (see list on pages 4-5) \_\_\_\_\_

3. Your company's ABC Dues Category (i.e., Cat. 7 = \$1M-\$3M annual volume) \_\_\_\_\_

## 4. Project Information

Project Name \_\_\_\_\_

Project Owner \_\_\_\_\_

Project Owner Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project Location (City/State) \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project Completion Date \_\_\_\_\_

Total cost of YOUR portion of the contract \$ \_\_\_\_\_

Total Square Footage of Project (if appropriate) \_\_\_\_\_ Total Square Footage of Facility \_\_\_\_\_

If Renovation: Renovated Sq. Ft. \_\_\_\_\_ New Sq. Ft. \_\_\_\_\_

## 5. Project Team Information

Project Manager & Asst. Project Manager (if applicable) \_\_\_\_\_

Field Supervisor \_\_\_\_\_

Project Foreman \_\_\_\_\_

Name of primary architect (firm name): \_\_\_\_\_

Name of primary engineer (firm name): \_\_\_\_\_

Name of general contractor (if applying company is a specialty contractor): \_\_\_\_\_

List of specialty contractors (if applying company is a general contractor and list was not provided with Intent to Submit Form): \_\_\_\_\_

6. Marketing Photo Image #: \_\_\_\_\_

(see description on pg. 8, #5, last bullet)

# SAFETY

a. Did this project have a safety-related fatality? \_\_\_ Yes \_\_\_ No

If yes, this project is not eligible for this competition.

b. Did the applying company have a safety-related fatality in the United States within the current program year – 1/1/23-12/31/23? \_\_\_ Yes \_\_\_ No

If yes, this company is not eligible for this competition.

c. Did your company have a safety-related fatality within two or three years of the current program year – 1/1/21-12/31/23? If yes, answer the questions below:

- What was the violation type as determined by OSHA (i.e. Willful, Serious, Other-than-serious, No violation was cited)
- Date and location of incident
- Were there any fines, citations or penalties issued? If so, by whom (i.e. OSHA, Police, DOT)?
- Provide a written report up to five pages that details the following:
  - A full account of the incident and investigation
  - What corrective actions were taken immediately?
  - What corrective actions were taken culturally?
  - How was accountability addressed?
  - What procedural changes were made?
  - Was an overall evaluation of the company's safety policies held, and if so, what changes were made?
  - If the fatality occurred three years out from this program year (1/1/20-12/31/20) provide details as to how your company has implemented the changes discussed above and how it has affected the overall safety performance.

d. Include copies of the project-specific OSHA Form 300 and OSHA Form 300A for your company. If project-specific forms are not available, you may include completed forms for all the year(s) the project was under construction, including a year-to-date form if the contract was completed in the current program year. If you are submitting annual forms, they must be specific to the office location that completed the work and all recordables specific to the project being submitted must be highlighted. **All personal information must be redacted.** If this information is omitted, your company is not eligible for an Excellence in Construction Award.

e. Has your company signed the Construction Coalition for a Drug- and Alcohol-free Workplace's pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org)? (If you participate in STEP this has been done during the STEP application process)

\_\_\_ Yes \_\_\_ No

If no, your company is not eligible.

f. STEP award recipients: ABC Keystone will verify your level and year of participation and provide a list of current STEP members to the EIC judges.

g. Do you have a written Safety & Health Policy Manual that addresses the hazards on this job? \_\_\_ Yes \_\_\_ No

*If yes, include its table of contents or provide a one-page summary. If no, your company is not eligible.*

h. Were toolbox safety meetings held? \_\_\_ Yes \_\_\_ No

Were these meetings documented (please provide proof via copies)? \_\_\_ Yes \_\_\_ No

Frequency of meetings? \_\_\_\_\_

*Include a one-page summary or an example up to two pages.*

i. Total man-hours for this project \_\_\_\_\_

General Contractor submittals should include all hours for all contractors and subcontractors on the submitted project. Specialty Contractors need only submit the hours for their forces, and their subs if they have any.

j. Was specialized craft training conducted on this project?  Yes  No

If yes, indicate types of craft training: \_\_\_\_\_

k. Number of OSHA recordable accidents on this project: \_\_\_\_\_ (Include all subcontractors under your contract)

Number of OSHA restricted day cases on this project: \_\_\_\_\_

Number of OSHA lost-time accidents on this project: \_\_\_\_\_

l. Compute the project's Total Recordable Incidence Rate:

TRIR = Number of recordable accidents x (200,000/ total man hours for the project): \_\_\_\_\_

m. Name and title of person responsible for safety on this project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

n. Was the person responsible for safety identified as such in the project's organizational charts?  Yes  No  
(Supply chart)

o. Does your company have a substance abuse policy?  Yes  No

*If yes, provide a copy of the table of contents.*

Was there a substance abuse program for all contractors on this project?  Yes  No

p. Were there any innovative safety and health programs used specific to this project?  Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

## Project Description:

If this project is an Excellence Award recipient, a project description (submitted by your firm) will be read from the stage at the Awards Gala. **Please include phonetic pronunciation for any potentially challenging names, words, etc.** Keep in mind when writing your description that it will be read live at the Awards Gala. We recommend reading your description aloud prior to submitting.

Please provide a project description **up to 85 words** in length and highlight the most impressive/unique aspects of the job. The project description is subject to editing and may be changed by ABC staff.

Key points to consider mentioning in your project description:

- What made this project unique, challenging, and/or interesting
- Significant number of man-hours worked without an incident
- Unusually fast-track schedule
- Extensive collaboration with the owner or other project stakeholders
- Significant weather events
- Whether work was completed under budget or ahead of schedule
- Innovative technology or project delivery methods used
- Sustainable elements of the job
- Impressive project size or quantity of materials used
- Site constraints
- Significant changes in scope

**Please submit your project description as a separate Word document with your completed entry form**

## Extra Credit – 2 points each

### AQC Contractor

If your company is designated as an ABC 2022 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org).

**Have you used ABC apprenticeship or other ABC training in the last 12 months?**       Yes     No

If yes, how has this training equipped your company to complete this project? Answer in 50 words or less in a separate document.

### Please read and sign below:

- I have uploaded my entry information and submitted payment to ABC Keystone to cover the entry fee.
- I hereby give ABC my permission to use photographs and information submitted for the Excellence in Construction Awards Competition in ABC awards materials: on-screen presentations, printed materials, social media, promotional materials and press releases.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(electronic signatures will be accepted)

# 2024 EXCELLENCE IN CONSTRUCTION CHECKLIST

Prior to submitting your entry to ABC Keystone, complete the checklist below to be sure you have included all required elements.

- Completed Project Entry Form**
  - List of subcontractors if applicable
- Entry fee** – Submit payment or mail a check. Be sure payment is made out to ABC Keystone. If you are submitting multiple entries, you may combine the fees into one check.
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs Maximum**
  - Designate image number of your project’s “Marketing Photo” on page 9 of the entry form
- Project Safety**
  - Include the **Project Safety Form** found on page 10 of this application
  - Including the following, if applicable:
    - A one-page summary of the table of contents of, the company’s Safety and Health Policy Manual
    - A one-page summary or an example of toolbox safety meetings (up to two-pages)
    - Explanation of specialized craft training
    - Information on the process of collecting accident reports from specialty contractors
    - Project’s organizational chart identifying the person responsible for safety
    - A copy of the table of contents of the company’s substance abuse policy
    - OSHA 300 and 300A Forms or company-specific forms for the year(s) the project was under construction
    - Proof that you have signed the Construction Coalition for a Drug and Alcohol Free Workplace pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org).
- Reference Letters**
- Project Description**
- Extra Credit Materials**
  - AQC Certificate (current year)
  - ABC Training description
- Project Entry and Payment Confirmation - electronic signature**