

Tier 1 - Checklist
School Name:
Principal Name:
Category: Landscaping & Playground
Project Name:
Project Description / Scope:

Funding Information	Yes	No
Is the Project funded through community funds? I.e. P & C	<input type="checkbox"/>	<input type="checkbox"/>
Is the Project funded through school funds?	<input type="checkbox"/>	<input type="checkbox"/>
Have you notified the AMU via AMS on the Web prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>

General Information	Yes	No	N/A
Have you consulted with the Principal or school representative in regards to this project? Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you confirmed the Contractors has the following current insurances:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Public Liability Insurance (minimum value \$20m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Workers Compensation / Personal Accident Insurance (for single trade, no employees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Long service levy (projects over \$25,000 inclusive of GST)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor hold the appropriate license to carry out the works? Licence No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the Asbestos Register for the site and confirmed nil asbestos identified in the area of works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Environmental management plan including asbestos management in place for the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other ground contaminants that affects the site i.e. Pfos, Pfoa, Lead, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered and included all preliminary and post work costs e.g. removal and reinstatement of furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the NSW Heritage Database and confirmed the area of works is not heritage listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor comply with the relevant Australian Standards for works undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor(s) hold a WWCC? If no, click here for declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Safe Work Method statement been completed and sighted prior to works commencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Specifics	Yes	No	N/A
1 Does the work require minor excavation? (If no, please skip to point 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is the machinery registered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Has a service location search been completed? (Please note dial before you dig does not cover a school site and the Department does not hold as built services plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Do the works propose to install playground equipment? (If no, please skip to point 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Does the proposed playground meet the Playing Safe Guidelines provided by Kidsafe NSW and comply with relevant Australian Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Does the proposed soft fall meet the Playing Safe Guidelines provided by Kidsafe NSW and comply with relevant Australian Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Is a sand pit to be installed? (If no, please skip to point 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Does the proposed sand pit meet the Kidsafe Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Specifics	Yes	No	N/A
9 Has a maintenance schedule been considered / developed for the sand pit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Is there adequate shade available over the sand pit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Is there adequate drainage available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Is access to the sand pit appropriate for future requirements e.g. refilling of pit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Has a suitable cover for the sand pit been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Has timber selection been considered? Note: Ensure that any treated timber used in construction is not treated with CCA or creosote.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 If soft fall is to be installed or replaced, has the Playing Safe Guidelines provided by Kidsafe NSW been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Is site access appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Can vehicles access site if required during the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Can vehicles access site if required after the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Will works occur during school holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Has the site tree management guidelines been reviewed for this area of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Have you consulted with the Departments Landscape and Planting guidelines? Refer to Educational Facilities Guidelines - DG90 - Landscape Design, DG91 - Landscape Hardworks, DG92 - Landscape Softworks, DG93 - Landscape Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Is the site located within a bushfire hazard zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 Do the works propose to install a garden shed < 9m2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by:	
Name:	Date
Principal Approved:	
Name:	Date