

<b>Tier 1 - Checklist</b>
<b>School Name:</b>
<b>Principal Name:</b>
<b>Category:</b> Floor Coverings
<b>Project Name:</b>
<b>Project Description / Scope:</b>

<b>Funding Information</b>	<b>Yes</b>	<b>No</b>
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"/>

<b>General Information</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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"/>
- <i>Public Liability Insurance (minimum value \$20m)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- <i>Workers Compensation / Personal Accident Insurance (for single trade, no employees)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- <i>Long service levy (projects over \$25,000 inclusive of GST)</i>	<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"/>
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"/>
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"/>

<b>Project Specifics</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the existing floor covering been inspected (underneath) for vinyl (asbestos tiles)? 1 <i>If vinyl is present underneath, asbestos may be present in the tile itself and the glue</i> <b><i>If asbestos is found &amp; disturbed please notify the Asset Management Unit</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is it proposed to install Broadloom carpet? <i>Refer to and follow Educational Facilities Guidelines - SG652 - Carpets - 4.1 Carpet Schedules</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Is it proposed to install Carpet Tiles? <i>Refer to and follow Educational Facilities Guidelines - SG652 - Carpets - 4.1 Carpet Schedules</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Is it proposed to install sheet rubber? <i>Refer to and follow Educational Facilities Guidelines - SG651 - Resilient Finishes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Is it proposed to install sheet vinyl? <i>Refer to and follow Educational Facilities Guidelines - SG651 - Resilient Finishes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Does fixed joinery need relocating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Completed by:</b>	
Name:	Date
<b>Principal Approved:</b>	
Name:	Date