

Tier 1 - Checklist
School Name:
Principal Name:
Category: Concrete & Paving including hot mix
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"/>
Does the Contractor hold the appropriate license to carry out the works? Licence No:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Contractor have concrete finishing experience?	<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 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Has a service locator 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"/>
3 Is site access appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Can vehicles access site if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Will works occur during school holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Has the site tree management guidelines been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Has the concrete finish been considered? i.e. Broom finish, non-slip rating, glare etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Has the storm water management been considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Is the path required for Disability access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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