

Tier 1 - Checklist
School Name:
Principal Name:
Category: Signage - Non Electronic and Non LED signage
Project Name:
Project Description / Scope:

Funding Information	Yes	No
Is the Project funded through community funds? I.e. P & C		
Is the Project funded through school funds?		
Have you notified the AMU via AMS on the Web prior to work commencing?		

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

Project Specifics - Internal & Wayfinding Signage	Yes	No	N/A
1 Will the signage be freestanding? (If yes, please answer below, if no please skip to 3)			
2 Has a service locator search been undertaken?			
3 Will the signage be affixed to a wall? If yes, please answer below			
4 What surface will the signage be affixed to?			

Project Specifics - External Signage	Yes	No	N/A
1 Have you confirmed with the State Environmental Planning Policy that the proposed sign does not require a Development Application?			
2 Will the signage be freestanding? (If yes, please answer below, if no please skip to 4)			
3 Has a service locator search been undertaken?			
4 Will the signage be affixed to a wall? If yes, please answer below			
5 What surface will the signage be affixed to?			

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