**Outside Contractor Notification, Risk, and Safety Checklist**

**Purpose:** Use this checklist to ensure that appropriate notifications and measures are taken when an outside contractor is utilized at UWM to perform work.

**Prior to performing work**

- Does the contractor have the appropriate [insurance coverage](mailto:) and has provided a [certificate of insurance](mailto:)? Send the certificate to Risk Management riskmgt@uwm.edu.
- Have UWM [Purchasing policies and procedures](mailto:) been followed (e.g. soliciting multiple bids if required, obtaining correct signatures for scopes of work or contracts, setting up a Purchase Order, etc.)? Contact purchasing@uwm.edu or 414-229-4301 with any procurement questions.
- Has the Building Chair been notified 48 hours in advance of the work to be performed in the building? Building Chair roster
- Has Facility Services been notified 48 hours in advance of work being performed on the facility or involving utilities? (414-229-4742)
- Does the contractor have emergency procedures? Contractors must have their own emergency response procedures and must also be familiar with UWM’s emergency procedures and follow them.
- Has a hazard assessment been performed and appropriate safety measures determined to be used by the contractor? See Facility Environmental Health and Safety for Contractors/Vendors document (attached) for topics that need to be addressed from a safety perspective. Contact University Safety & Assurances (414-229-6339) with questions.

**During work activities**

- Property damage must be reported within 24 hours to Risk Management in US&A. (414-229-6339)
- Accidents involving non-UWM employees must be reported via General Incident Report.

**After work is performed**

- Contact Facility Services for approval of workmanship.
- Ensure all rubbish, materials, wastes, and equipment are removed by the contractor.