**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:riskmgt@uwm.edu) and has provided a [certificate of insurance](mailto:riskmgt@uwm.edu)? Send the certificate to Risk Management riskmgt@uwm.edu.
- Has the [Building Chair](mailto:buildingchair@uwm.edu) been notified 48 hours in advance of the work to be performed in the building? [Building Chair roster](mailto:buildingchair@uwm.edu).
- Has [Facility Services](mailto:facilities@uwm.edu) 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](https://www.uwm.edu/)? Contractors must have their own emergency response procedures and must also be familiar with [UWM’s emergency procedures](https://www.uwm.edu/) and follow them.
- Has a [hazard assessment](https://www.uwm.edu/) been performed and appropriate [safety measures](https://www.uwm.edu/) 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](mailto:riskmgt@uwm.edu) in US&A. (414-229-6339)
- Accidents involving non-UWM employees must be reported via [General Incident Report](https://www.uwm.edu/).

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