

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](#) and has provided a [certificate of insurance](#)? Send the certificate to Risk Management riskmgt@uwm.edu.
- Have UWM [Purchasing policies and procedures](#) 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.