


HS911	<div style="text-align: right;">  </div>
Cleaner's Building Familiarisation Checklist	

Contractor Cleaning Supervisors are required to complete this checklist for all cleaners carrying out work in a building.

HS908 Cleaning in UNSW Facilities Guideline to be referred to for further responsibilities.

1. Contract Details			
Contractor Company Name		Responsible UNSW Officer	
Contractor Representative		Building	

2. Information Checklist	
Item	Completed
Inform the contractor of the UNSW Security Services emergency number (x56666)	<input type="checkbox"/>
Outline first aid and emergency processes	<input type="checkbox"/>
Communicate building evacuation procedures (i.e. where evacuation maps are generally located)	<input type="checkbox"/>
Discuss building access requirements/hours of work	<input type="checkbox"/>
Identify restricted access areas and discuss the UNSW Laboratory Clearance Certificate Process (if applicable)	<input type="checkbox"/>
Communicate location of cleaning equipment and product Safety Data Sheets (SDS)	<input type="checkbox"/>
Provide instruction on the location and use of Personal Protective Clothing and Equipment (PPCE) / as per Safe Work Method Statement(s) (SWMS)	<input type="checkbox"/>
Provide information on the UNSW Safety Hazard Posters on facility entrance doors and what they indicate	<input type="checkbox"/>
Point out any alarms in the area (e.g. gas/electrical alarms and the required response when activated)	<input type="checkbox"/>
Point out toilet and rest break areas	<input type="checkbox"/>
Communicate parking requirements	<input type="checkbox"/>
Other:	<input type="checkbox"/>

3. Sign-Off

Comments: _____

Contractor Supervisor _____ **Date** _____

Cleaner _____ **Date** _____