

- 1) Notification to be submitted 5 days in advance (for works with impact on users or services, minimum 3 weeks' notice is required)
- 2) Keys to be returned by 1700 hrs daily
- 3) Notification is valid only for the dates & time stipulated
- 4) No work is to be carried out without this notification

- 5) Risk Assessment to be separately submitted to requesting Department/School
- 6) Noise level to be kept at minimum level
- 7) Housekeeping to be done when work is completed

- 1) Workers issued with Visitor Passes shall display the Visitor Passes prominently on them at all times whenever they are working within SSP.
- 2) Workers issued with Visitor Passes with access function shall not allow anyone else to enter a secured area together with him.
- 3) Loss or damaged Visitor Passes shall be subjected to payment of \$30 per card.

Section II: To be filled by Estate Management Department			
	Checked By: Staff-in-Charge		Approved By: AO / EM
Name / Signature			
Date			

* Delete where necessary

ENVIRONMENTAL SUSTAINABILITY CHECKLIST

Staff-in-charge to brief and monitor relevant term contractors to ensure SSP's Environmental concerns are adhered to.

	YES	NO	N.A.
1. All Safety Data Sheets (SDS) displayed prominently at the relevant premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All SDS updated to reflect current status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All chemicals stored properly. If no, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All waste properly disposed off. If no, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proper handling of chemicals & equipment, using correct tools and protective garments (gloves, ear muffs, etc). If no, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Any spillage of chemicals. If yes, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proper transportation of chemicals. If no, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Any unauthorized chemicals left at site overnight. If yes, please described non-compliance :-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Inform contractors to stop their engine when vehicle is stationary during loading/unloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

1. All work sites are to be kept tidy. Thorough cleaning shall be done everyday upon completion of works for the day.
2. Any washing carried out shall not choke up the gully. Waste water generated shall go into the sewer and not discharged into the open drain.
3. Do not put stores in undesignated place eg. Plant room, staircase, hose reel closet, rooftop etc.

Briefed By: _____
(Name/signature) SSP Requesting Dept Rep

Date: _____

Acknowledged By: _____
(Name/signature) Requesting Vendor/ contractor/ supplier

Date: _____