

Submit 5 days in advance to CapU Liaison for approval

Project Name:	Start Date:
CapU Liaison:	Office/Cell:
Company Name:	Office:
Site Supervisor:	Cell:

- This form shall be initiated by the Contractor or Subcontractor requesting access to the Children's Centre
- This form shall be sent to the CapU Liaison for review and verification and to the Manager of the Children's Centre for approval
- All possible impacts to the Children's Centre need to be address and controls documented prior to access
- Upon verification and approval, the CapU Liaison will send notification to the Manager OHS & EP
- Not additional requests may be required, based on the type of work being done.

PLEASE CONTACT THE CAPU LIAISON FOR ADDITIONAL INFORMATION

Project Information

Date(s) Required:	Start Time:	End Time:
Scope of Work:		
Area(s) to be accessed:		

Children's Centre Safety Rules

- All workers must check-in prior to the start of work:
 - o during business hours: with the Security and Manager of the Children's Centre
 - o outside of business hours with Security
- All workers will be escorted and supervised either by Children's Centre employee or Facilities employee
- Work is not permitted in proximity to the children
- Work with anticipated impacts to occupants (noise, fume, debris, etc.) may not be done during certain times of day.
- Workers are not to park in the Children's Centre parking spots – these are for parents
- No Smoking at/around the Children's Centre – please use the designated smoking location in Lot 1
- No foul language
- Full PPE required
- A CRC may be required, depending on the type and duration of the work. Where possible this will be identified prior to the award of the contract and part of the contract requirements.

Contractor Signature & Date	CapU Liaison Signature & Date
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Approval

Children's Centre Manager Signature & Date
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