Your logo here

**Essential Services Job Checklist**

Please Note:

* When on site, don’t do any additional job that the customer requests unless there is an immediate threat to the health and safety of the occupants of the building
* Follow all Level-4 working guidelines
* Provide a copy of this sheet to all staff attending to the site
* Travel is only permitted between home, workplace (if still in use), suppliers to obtain supplies essential for the work to be carried out and the work site.

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| --- |
| **Your Information** |
| Name: |
|  |
| PGDB Licence Number: |
|  |
| Date of job: |
|  |
| Time of job: |
|  |
| List of PPE used: |
|  |
| **Customer Information** |
| Customer name: |
|  |
| Customer address and phone number: |
|  |
| Work required: |
|  |
| Reason for work\*: |
|  |

\*You should record this in some detail.  Work is essential only if there are immediate risks to personal or public health and safety.  Examples could be:

* installation or repair/replacement of sanitary fittings that are to be immediately used or are immediately in use, where there are no alternative fittings in a premise and the fittings are essential for good sanitary practices
* installation or repair/replacement of gas appliances that are to be immediately used or are immediately in use for heating and cooking at occupied premises where there are no reasonable alternatives available
* installation or replacement/repair of faulty hot water cylinders at occupied premises that to be immediately used or are immediately where there are no reasonable alternatives for heating water for general household use
* repair of unsafe gas fittings.