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# University of Dayton

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## Contractor Approval Process Checklist

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Please use this checklist to make sure that you have submitted all of the required documentation included in the Contractor Approval Process. Complete the documents and submit them to your University representative. Please contact Environmental Health and Safety/Risk Management at 937 229 4503 with questions or comments regarding the Contractor Approval Process.

### STEP 1: Contractor Health & Safety Requirements

- Contractor Health and Safety Questionnaire (complete, print and sign)
- Contractor Management Health and Safety Requirements (print and sign)

### STEP 2: Terms and Conditions

- Terms and Conditions (print and sign)
  - Certificate of Insurance (submit a current certificate)

### Other Related Documents

- Non-Employee Forms  
[https://www.udayton.edu/hr/employee\\_resources/hrforms.php#nonemployee.](https://www.udayton.edu/hr/employee_resources/hrforms.php#nonemployee)  
(This section is located under HR Forms - Non-Employee Forms.)
- Key Distribution Process  
[https://www.udayton.edu/facilities/contractor\\_approval\\_process/index.php](https://www.udayton.edu/facilities/contractor_approval_process/index.php)  
(This section is located at the bottom of the webpage.)