

# Sub Contractors

For all sub-contractors engaging in contract works with MY Eco Construction LTD Please provide the following information on the form below and attach relevant documentation so that they can be kept on file

Job Site

Description of works

Company Details

Inc: Address, Email,  
Bank details ect (For  
RCT registration and  
online payment)

Insurance details

Safe Pass details



## Site Rules.

To ensure that we keep a safe, efficient working site I would kindly ask all sub-contractors to observe the following site rules and etiquette.

**All works to be carried out to the highest standard.**

- General site safety applies to all sites. (Tool box talk given)
- All rubbish and general waste to be disposed of in bins provided.
- No material waste to be left on-site without prior consent of site foreman and always left in agreed location.
- A general rule of tidy as you go, and site cleanup at the end of each day applies.
- No workers to be left onsite alone at any time.
- If unsure about details or require any further information then please inform the site foreman or architect ASAP so not to cause delay.
- If possible please provide progress pictures of importance for the project file.
- If airtight membranes form part of the works please inform the site foreman before any penetrations are made.



# Site rules continued

- Keep all glass protected and no cleaning without prior consent.
- Smoking in the building is forbidden once the roof is on.
- Vehicles to be parked as instructed.
- Noise levels on site to be kept to a minimum.
- Consideration to neighbours at all times.

Please Sign and return this document prior to commencement of works.

I .....understand and acknowledge the above site rules.

Signed .....

Date: .....

**We strive to make full payment to all sub-contractors on time (which will be agreed prior to contract) and it is our policy NOT to hold back on any payments due to them on satisfactory completion of their works.**

**Subcontractors please provide open communication so that the project can run as smooth as possible.**

**All subcontractors will be provided with a link to the project Smartsheet timeline (A live platform that shows the schedule of works)**

**Our regular subcontractors contact list can be provided on request.**