

Contractor Risk Assessment - Cleaning Services

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Dear [Contractor Name],

We appreciate your interest in providing cleaning services for [Specify Location/Facility]. To ensure a safe working environment for all parties involved, we require a comprehensive risk assessment as part of our contractor onboarding process.

Scope of Work

Cleaning services to be performed include:

- General cleaning of offices
- Restroom sanitation
- Floor maintenance
- Window cleaning

Risk Assessment Requirements

Please include the following in your risk assessment:

1. Identification of potential hazards associated with cleaning tasks.
2. Risk level assessment (high, medium, low) for each identified hazard.
3. Control measures to mitigate identified risks.
4. Emergency procedures and contact information.
5. Personal Protective Equipment (PPE) requirements for your staff.

Submission Details

We request that the completed risk assessment be submitted by [Insert Deadline]. Please send it to [Insert Email Address] for review.

Thank you for your attention to this matter. We look forward to working with you to ensure the safety and well-being of all individuals on-site.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]