



Building Maintenance Logbook

All persons undertaking building
related works must record the
details in this logbook.

Call Centre

Facility _____

Premise number _____

DHW Contacts _____

Service Arranger Contacts _____

Period from _____ **to** _____

Building Maintenance Logbook

Notice to Building Occupants

Please ensure that this logbook is kept up-to-date and in a readily accessible place along with the Asbestos Containing Materials (ACM) Register and Management Plan for this facility.

This logbook serves two important purposes:

- It provides important information for anyone involved in the daily management or operation of the facility and for anyone carrying out inspection or work on the buildings and its services. It is a place to log building maintenance reports and to keep a record of anyone who has responded to those reports.
- It is a record of anyone, who may potentially be exposed to ACM through their work, to acknowledge the existence of ACM in their workspace and to take the appropriate precautions.

The following procedures should be adopted to maintain compliance with legislative requirements and the above recommendations:

1. **The ACM Register and logbook should be held at the office reception area at all times.**
2. **All contractors should be directed to the office reception immediately on arrival.**
3. **The contractor should be shown the ACM register and asked to review the area of the intended work or breakdown for any identified ACM that may be impacted by the works.**
4. **The contractor should sign the acknowledgement that the register has been viewed, and the existence or non-existence of ACM is acknowledged prior to commencement of the works.**
5. **Under no circumstances should a contractor be permitted to commence any work at the site unless the ACM register has been viewed and the logbook signed.**
6. **Contractors should always proceed with caution when working in any areas of a building constructed before 1st January 2004, as ACM may have been used in areas not visible at the time of the ACM inspection.**

Logbook Re-orders

Metro sites: AP_Mainsaver@dohw.wa.gov.au

Regional sites: Customer Service Officer at your regional office.

NOTICE TO ALL CONTRACTORS AND PERSONS CARRYING OUT BUILDING WORK AT THIS FACILITY

This Facility may include components constructed from Asbestos Containing Materials (ACM).

All persons carrying out work at this facility must read the Asbestos Register and acknowledge that they have done so. Before commencing any building related work, you must enter your name and signature in this logbook. On completion of the work, you must record the details of any asbestos related work in the logbook.

All asbestos related work must be carried out in accordance with:

- *Health Act 1911;*
- *Health (Asbestos) Regulations (1992);*
- *Work Health and Safety Act 2020;*
- *Work Health and Safety (General) Regulations 2022 (WA);*
- *Code of Practice How to Manage and Control Asbestos in the Workplaces (WorkSafe WA 2024);*
- *Code of Practice How to Safely Remove Asbestos (WorkSafe WA 2024);*
- *Guidelines for the Assessment, Remediation and Management of Asbestos Contaminated Sites in Western Australia (2021);*
- *Service Provider Safe Work Practices and Procedures; and*
- *The Attached Departmental Asbestos Management Plan.*

SITE MANAGER

This section to be completed by Facility

Date	Reported by	Description of work required	Job Number	Facility order number
			Priority	

NOTE: If the location of the works has ACM, consult with the facility and carry out works in accordance with control procedures as defined in this facility's 'ASBESTOS MANAGEMENT PLAN'.

This section to be completed by contractor/person carrying out work				
Description of work carried out (must include location of work)	Attendance Date/Time	Name of contractor	Acknowledgement	Signature
	Completion Date/Time	Tradesperson actioning		
			I have reviewed the attached ACM Register which indicates the ACM <input type="checkbox"/> IS <input type="checkbox"/> IS NOT present in the location of the works.	
			I have reviewed the attached ACM Register which indicates the ACM <input type="checkbox"/> IS <input type="checkbox"/> IS NOT present in the location of the works.	
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