

HVAC CONTRACTORS SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

1. About the insured's employees:

How many workers do they employ?	What are their ages?	What are their duties?	What are their experience levels?	What is their training?

2. Are all employees required to provide a signed US Department of Justice Form I-9 for verification of employment eligibility? ____ Yes ____ No. If no, explain _____

3. Does the insured employ any trainees or apprentices?

4. How are the employees supervised?

5. Percentage of Residential: ____% Commercial ____% Industrial ____%

6. What is the travel radius of the insured? _____

7. What percentage of the insured's business is derived from:

- a. Sales ____%
- b. Installation ____%
- c. Service ____%
- d. Repair operations ____%

8. Does the insured have a retail showroom? ____ Yes ____ No

9. Is a significant portion of the insured's work performed in buildings under construction?

10. Does the insured ever install HVAC equipment on rooftops? ____ Yes ____ No. If so, how frequently? _____

11. Does the insured require clients to evacuate the premises before installing the equipment?

12. What precautions do the insured's employees take when working at heights?

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- 13. How frequently are ladders or scaffolds inspected?

- 14. Does the insured own or rent a crane for installing equipment?

- 15. What is the training and experience of the crane operator?

- 16. Is the crane operator an employee of the insured or a contractor?

- 17. What types of cleaning solvents and cutting oils does the insured use?

- 18. Are any solvents considered toxic? ____ Yes ____ No. If yes, how are they stored? _____

- 19. What quantities are kept on hand?

- 21. How does the insured dispose of any hazardous wastes, such as cleaning solvents?

- 22. What type of welding does the insured do?

- 23. How are welding torches powered?

- 24. Does the insured do primarily repairs or work on new construction?

- 25. Does the insured primarily work on the client's site or in a workshop?

- 26. What types of refrigerants does the insured use? ____ Yes ____ No. If yes, where and in what amounts are they stored? _____

- 28. How does the insured keep abreast of all local, state, and federal regulations governing the handling of refrigerants?