

HVAC CONTRACTORS SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

1. About the insured's employees:

| How many workers do they employ full-time? | How many workers do they employ part-time? | How many seasonal employees? | What are their ages? | What are their duties? | What are their experience levels? | What is their training? |
|--|--|------------------------------|----------------------|------------------------|-----------------------------------|-------------------------|
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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 work: Residential _____% Commercial _____% Industrial _____%

6. Percentage of the insured's work performed in buildings under construction: _____%

7. What is the travel radius of the insured? _____ States work performed in: _____

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

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

9. Does the insured have a retail showroom? Yes _____ No _____

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? Yes _____ No _____

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12. What precautions do employees take when working at heights? _____

13. How frequently are ladders or scaffolds inspected? _____ Do they have non-slip bases? Yes ____ No ____

14. Does the insured own or rent a crane for installing equipment? Yes ____ No ____

15. Is the crane operator an employee of the insured or a contractor? _____

16. What is the training and experience of the crane operator? _____

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? _____

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

21. What type of welding does the insured do? _____

22. How are welding torches powered? _____

23. What types of refrigerants does the insured use and how are they stored? _____

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