PROPERTY MANAGEMENT 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 duties?	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. What is the level of supervision of the insured's employees?

4. What is the layout of the insured's office facilities and property sites?

5. What is the level of housekeeping at the insured's sites and offices?

6. Is electrical equipment inspected regularly by a licensed electrician?

7. What are the qualifications and reputation of the insured's furniture repair service?

8. What is the experience and qualifications of the insured's elevator maintenance and repair service contractors?

9. Does the insured have older properties inspected for the presence of asbestos and/or lead before any major repairs or remodeling jobs take place?

10. Is the insured in compliance with ANSI standard ANSI/HFS 100-1998, which provides ergonomic guidelines, including design requirements for visual displays, keyboards, and workstations?

11. Are employees required to wear nonslip shoes?

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12. Are employees encouraged to ask for assistance when lifting heavy objects?

13. Are employees provided with proper material handling devices?

14. Are proper personal protective equipment (PPE) provided for employees (such as work gloves, safety goggles, and safety shoes)?

15. Are material safety data sheets (MSDSs) supplied to all employees who work with chemicals?

16. Are non-English speaking employees hired?

17. Are non-English speaking employees instructed in proper safety techniques and rules?

18. Are any supervisors bilingual?

19. Does the insured work from heights?

20. Are ladders or scaffolding inspected prior to use?

21. Are ladders equipped with nonslip bases and tread surfaces?