



JANITORIAL SERVICES SUPPLEMENTAL APPLICATION

- 1. Named Insured: _____
- 2. Does Applicant obtain Certificates of Insurance from subcontractors? Yes No
- 3. Is Applicant added as an additional insured by subcontractors? Yes No
- 4. Does the Applicant provide any services to clients during clients' business hours? Yes No

If yes, whom and please describe:

If yes, are you required to sign a Hold Harmless agreement in favor of the client Yes No

(Please provide a copy of the contract)

- 5. Describe procedures for:
 - a. Prevention of Slips and Falls for workers and general public: _____
 - b. Use and storage of hazardous materials: _____
 - c. Job Site Closure (daily closing checklist): _____
 - d. Protection of Customer's Keys: _____

6. Claim Information

- a) Please attach 5 years of currently valued loss runs (valued no more than 3 months from the date of application).
- b) Does the Applicant require staff to report all unusual incidents/are all incident reports reviewed by Management? Yes No
- c) Does the Applicant have any knowledge concerning any incidents that have occurred prior to the date of this Application that may give rise to a future claim? Yes No

7. Indicate Annual Sales for each of the following industries serviced:

Operations for	Annual Sales
Aircraft	\$
Apartments	\$
Construction Make-Read	\$
Convenience Stores, Grocery Stores, Supermarkets	\$
Convention Halls	\$
Crime Scene Cleanup	\$
Department Stores	\$
Hospitals / Convalescent Homes	\$
Hotels	\$
Industrial	\$
Offices	\$
Off-Shore Oil Rigs	\$
Private Residences	\$
Retail Stores (other than those types listed)	\$
Schools / Colleges / Universities	\$

12. Do you currently have in place or contemplate adding any large regional or national companies such as national grocery store or restaurant chains) that you provide janitorial services for under contract basis? Yes No
- If Yes, are you required to sign a Hold Harmless Agreement in favor of the client? Yes No

13. Supervisory Controls in Place:

- a. Employees work in pairs? Yes No
- b. Employees supervised on the job? Yes No
- c. Single person jobs limited to experienced staff? Yes No
- d. Periodic unannounced job site management checks? Yes No
- e. Degree of supervision matched with job complexity and susceptibility of customers to theft or breakage? Yes No

14. Hiring Practices:

- a. Written employment application required for all prospective employees? Yes No
- b. Applications require listing of convictions and statement that false statements are grounds for dismissal? Yes No
- c. Employee's photograph retained in personnel file? Yes No
- d. Criminal histories obtained on key employees? Yes No
- e. Formalized Training Program? Yes No

If Yes, please describe: _____

Signature of applicant: _____

Date: _____