



DRY CLEANERS 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 _____

2. What is the layout of the insured's premises?

3. What are the insured's hours of operations: ____ to ____

4. What is the overall condition of the insured's facility?

5. Does the insured offer alteration or garment repair services?

6. Does the insured provide drinking water?

7. Are employees instructed to take periodic breaks?

8. Are workers informed of hazards, trained in safe working practices, and adequately supervised by an experienced and qualified dry cleaner?

9. Are training procedures and material adapted for use by employees for whom English is a second language?

10. Are workers instructed on when to remove garments?

11. Are they told never to put their heads into machines while removing garments?



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12. Who is responsible for the maintenance and upkeep of dry cleaning machines?
13. Do the insured's employees perform any maintenance work on machines, or is such work contracted out?
14. How often are machines checked for leaks and/or faulty seals?
15. Is all equipment inspected regularly and maintained carefully?
16. What type of ventilation system does the insured employ?
17. What is the level of housekeeping?
18. Is an emergency plan set up in case of spills?
19. Are emergency eyewash stations located on the insured's premises?
20. Are the insured's employees informed of what emergency procedures should be taken when there is a solvent spill?
21. What is the availability of emergency health care and first aid?
22. Are any employees trained in cardio-pulmonary resuscitation (CPR) or first aid?
23. Are nonslip flooring and proper drainage in areas that may become wet?
24. Are aisles kept free of clothing or other clutter that might cause workers to trip or fall?
25. Does the insured have a policy about where rolling carts are to be left when unattended?