



**FURNITURE STORE 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. Are workers instructed on proper lifting techniques? \_\_\_\_ Yes \_\_\_\_ No

4. What are the insured's hours of operations: \_\_\_\_ to \_\_\_\_

5. What is the insured's layout?

6. What is the level of their housekeeping?

7. Are aisles, stairways and walkways free of debris and clutter? \_\_\_\_ Yes \_\_\_\_ No

8. Does the store have sufficient amount of floor space and number of display fixtures? \_\_\_\_ Yes \_\_\_\_ No

9. Are shelves sturdy enough to prevent racks from tipping over if they are accidentally bumped into? \_\_\_\_ Yes \_\_\_\_ No

10. Does the insured operate a forklift? \_\_\_\_ Yes \_\_\_\_ No. If yes, what are the training and experience of the forklift operators? \_\_\_\_\_

11. Are forklifts equipped with backup alarms?

12. Are hand and power tools used to assemble or make repairs to furniture?

13. Are employees trained in use of tools?

14. Does the insured offer furniture delivery? \_\_\_\_ Yes \_\_\_\_ No

15. Does the insured offer driver safety training to its delivery truck drivers? \_\_\_\_ Yes \_\_\_\_ No

16. Are Motor Vehicle Record's ordered and maintained on all drivers? \_\_\_\_ Yes \_\_\_\_ No