

Garage Supplemental Application

Named Insured:

Agent Name and Phone:

Effective Date:

Risk Control Contact Name:

Phone:

Account

1. What are the hours of operation?
2. Does the business have a website? Yes No Unknown
Please provide URL:
Percentage of sales from the internet or e-commerce:
 None less than 10% 10-25% 26-49% 50-74% 75% or more Unknown
3. What pre-employment steps are taken to verify the qualifications of service staff? (Check all that apply)
 Reference check Prior employment verification Skills test
 MVR checks Verification of Certificates, degrees and licenses Credit history
 Criminal history Unknown Other
Please describe:
4. How many new employees have been hired in the last twelve months?
5. What is the average number of years experience for an employee:
 less than a year 1-2 years 3-5 years 6-10 years more than 10 years Unknown
6. Number of Service Bays
7. Are there any commercial contracts for fleet work? Yes No Unknown
8. Does the business have full or self service gas pumps? Yes No Unknown
(a) Are there clearly marked emergency shutoff devices? Yes No Unknown
(b) Are rules posted (e.g. No smoking; Shut Off Engine, etc.)? Yes No Unknown
9. Number of Tow Trucks?
(a) Is there 24 hour towing? Yes No Unknown
(b) Is there Repossession of Autos? Yes No Unknown
10. Are vehicles sold? Yes No Unknown
(a) Number sold per year?
(b) Number of dealers plates:
(c) Number of repair plates:
11. Check any of the following that may apply to the business:
 Auto Dismantlers, Rebuilders, Restorers Renting, Leasing or Loaning Vehicles
 Car Wash Salvage or Wrecking Operations
 Convenience sales revenues >35% Self Service bay rentals
 Delivery or pickup of Customers Autos Tire Recapping or Vulcanization
 Dog on premises during or after hours Tire sales revenues >25%
 Equipment or Tool Rentals Work on trucks over 20,000 GVW
 Parking Garage operations Gas sales revenues >25%
 Racing Cars or Teams None of the above Unknown

Liability

12. Are independent contractors hired to perform maintenance, repair, or other construction work? Yes No Unknown
Please check all applicable:
- There is a standard written and signed contract between the business and the contractor. Unknown
 The contract requires the contractor to name the business as an additional insured for both operations and completed operations. Unknown
 The contractor must agree to indemnify and hold harmless the business. Unknown
 The contractor provides a certificate with proof that the contractor has Workers Compensation and General Liability insurance with limits at \$1million/\$1 million minimum. Unknown
13. What steps are in place to ensure that proper repairs are made and that the vehicle is safe to return to the road? (Check all that apply)
- Post service checklist Service Manager review
 Repairs and service completed per manufacturers standards Customer pre-approval of repairs
 Test drive Unknown
14. If the business is involved with repair of vehicles, how are the customer's vehicles protected if kept overnight?
- Fenced Lot No Repair Unknown Other
Please describe:
15. Are customers allowed in service area? Yes No
16. Is Test Driving of vehicles performed? Yes No Unknown
(a) Do the employees who perform test driving have MVR checks? Yes No Unknown
17. Are employees allowed to use company vehicles for personal use? Yes No Unknown
(a) Are there any written rules or restrictions? Yes No Unknown

Property

18. Is there an automatic Sprinkler system? Yes No Unknown
- (a) What percent of the building is sprinklered?
 90-100% 50-89% Less than 50% Unknown
- (b) If less than 90% of the building is sprinklered, what portion is sprinklered?
- (c) Age of sprinkler system?
 less than 10 years 10-25 years 26-49 years 50 or more years Unknown
- (d) Type of sprinkler system? Wet Dry Other Unknown
Please Describe:
- (e) Was sprinkler system designed for present occupancy? Yes No Unknown
- (f) Is a subcontractor responsible for sprinkler system inspection, testing and maintenance?
 Yes No, self maintained Unknown
Name of subcontractor:
- (g) How often is the sprinkler system maintenance and inspection performed?
 Monthly Quarterly Semi Annually Annually Unknown
- (h) Are sprinkler alarms installed? Yes No Unknown
Are they: Water Flow Valve Closure Unknown
19. Please check all types of protection at the premises:
- Local Alarm Burglar Alarm Heat Detection Fire Extinguisher(s)
 Central Station Alarm (constantly monitored) Full Perimeter Intrusion Alarm
 Motion Detection Smoke Other Unknown

Please Describe:

20. Are flammable materials stored in approved UL listed containers? Yes No Unknown
21. Are all waste materials including rags disposed of in self-closing non-combustible containers? Yes No Unknown
22. Are there any spray booths or spray rooms?
Are they designed to conform to NFPA standards? Yes No Unknown
23. Are specific safety procedures followed when welding? Yes No Unknown
Please describe:
24. Is the building a converted structure? Yes No Unknown
25. Is the building designed for the business occupancy? Yes No Unknown

Additional Comments: