

RecycleGuard

Supplemental Underwriting Information

Paper Processors

This must be completed prior to a quotation being released

Describe the types of paper recycled (newsprint, magazines, telephone books, office refuse, etc.):	
Any collection / disposal of sensitive or confidential documents?	YES • NO
Are you a member of NAID?	YES • NO
If yes, please attach copy of agreement to be signed and describe controls to maintain client confidentiality:	

Paper Storage

What percentage of paper is stored?	% inside building	% outside building
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For paper stored outside:		
Is storage:	Open array	Closed array
What is the maximum height paper is stored to in feet?		
How many square feet are used for holding paper to be processed?		
Describe how paper stored outside is protected against vandalism, malicious or arson attempts (fencing, lighting, pile location away from easy access points):		

For paper stored inside:		
Is storage:	Open array	Closed array
What is the maximum height paper is stored to in feet?		
How many square feet of floor space is used for paper storage inside?		
Are there building features or separations that would contain the spread of heat, smoke, and fire? YES • NO		
If yes, please describe the features (fire walls, block walls, dry wall partition, open floor separation):		
Is the area secure?		YES • NO
If yes, are there camera systems in place?		YES • NO

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Fire Protection

Is there smoke, heat or similar fire detection devices installed for inside areas?	YES • NO
Is the detection system monitored by a central or attended station?	YES • NO
What is the date the last time the detection system was tested?	
Describe what type of fire suppression system is in place:	
Is sprinkler system wet or dry?	
What percentage of the building is protected by the suppression system?	%
Are fire fighting water hoses located within the building?	YES • NO
Are fire extinguishers located throughout the building?	YES • NO
Please describe what type of maintenance and testing is completed on the fire protection equipment, how often and by whom:	

Is smoking prohibited throughout the premises?	YES • NO
Are employees trained in use of fire fighting equipment?	YES • NO
Are hot work permits used for welding and cutting operations? If yes, attach copy.	YES • NO
Who is responsible (name / title) for fire watch activity during welding / cutting operations?	
Is there pre-emergency planning and training completed with the local fire department?	YES • NO
If paper is shredded and baled, describe dust and noise controls:	

Insured's Signature

Date