



Dry Cleaners Program Loss Prevention Checklist

General Information:

Applicant Name: _____ Website Address: _____

Quote/Policy Number: _____ Date Quote Needed: _____

Agency Name & Number: _____ Effective Date: _____

Fire Safety

1. Is lint regularly removed from all machines and from the premises and properly disposed of? ___ Yes ___ No
2. Are all solvents and flammable liquids safely stored in UL approved containers? ___ Yes ___ No
3. Are plastic garment covers properly stored (out of pressing and finishing areas and away from heat sources)? ___ Yes ___ No
4. Is the area around heating equipment free of combustible storage? ___ Yes ___ No
5. Are all storage areas clean and orderly? ___ Yes ___ No
6. Is all combustible rubbish kept in covered non- combustible containers? ___ Yes ___ No
7. Is all rubbish removed regularly? ___ Yes ___ No
8. Is electrical wiring, fixtures & equipment in good working condition? ___ Yes ___ No
9. Are all motors clean and properly lubricated? ___ Yes ___ No
10. Is heating and air-conditioning equipment provided proper ventilation and has it been serviced within the past year? ___ Yes ___ No
11. Are fire and other emergency phone numbers clearly posted? ___ Yes ___ No
12. Are no-smoking areas posted and strictly enforced? ___ Yes ___ No
13. Are smoke detection systems in good working condition ? ___ Yes ___ No
14. Are procedures established and followed to inspect equipment daily and make sure it is all turned off at the end of day? ___ Yes ___ No
15. Are there enough fire extinguishers, inspected within the year, and posted in accessible locations (at least two in the dry cleaning room)? ___ Yes ___ No
16. Have employees been trained in the effective use of fire extinguishers? ___ Yes ___ No

Public Safety:

- 1. Is floor and floor covering in good condition? Yes No
- 2. Is parking area and outside walkways well-lit and free of hazards such as debris, holes, obstructions, ice or snow? Yes No
- 3. Is ventilation system in good condition and operating? Yes No
- 4. Are cleaning solvents disposed of properly by EPA approved companies? Yes No
- 5. Is adequate warning against suffocation printed on all plastic garment covers? Yes No
- 6. Are plate glass doors and windows protected or marked to prevent any "walk-through" hazard? Yes No

Crime Prevention:

- 1. Is cash on hand minimized by frequent bank deposits? Yes No
- 2. Are trips to the bank made at varying times of the day? Yes No

Employee Safety:

- 1. Is all cleaning and processing equipment properly maintained? Yes No
- 2. Are all exhaust ventilation, equipment ventilation and closed vapor reclamation systems functioning properly? Yes No
- 3. Is processing machinery equipped with an exhaust system which automatically draws air into the machines when loading doors are opened? Yes No
- 4. Have all presses and other hazardous machinery with moving parts been properly guarded and/or equipped with appropriate safety devices? Yes No
- 5. Are steam pipes insulated or otherwise guarded? Yes No
- 6. Is non-slip flooring present in areas that are often wet? Yes No
- 7. Are containers of spotting agents and solvents clearly labeled? Yes No
- 8. Are first aid stations provided and well-marked? Yes No
- 9. Are work areas well-lit, with floors kept clean, dry and clutter-free? Yes No
- 10. Are pre-employment patch tests used to check for reactions to dry cleaning chemicals? Yes No
- 11. Are all employees advised (periodically) of hazards involved in their work, including dangers from steam lines and appliances, presses and other machines? Yes No

Employee Safety continued:

12. Have all employees been warned (periodically) of the dangers of inhalation of excessive concentrations of cleaning solvent vapors; prolonged or repeated contact of the liquid with skin; swallowing of the liquid and contact of the liquid with the eyes? Yes No
13. Are safe procedures being followed for all hazardous jobs, such as operating presses, cleaning equipment or replacing cleaning solvent? Yes No
14. Has each employee been instructed to report any suspected equipment leaks, signs of illness or skin irritations? Yes No
15. Are organic respirators required to be worn when cleaning filters and stills, or when dealing with an emergency such as a heavy solvent spill? Yes No
16. Have all employees been instructed to lift properly, and to ask for assistance? Yes No

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ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR

BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

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IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

Applicant's Printed Name

Applicant's Signature

Date

Agent's Signature

Date