

RecycleGuard[®]
Paper Recycling Supplemental Questionnaire

To be completed in addition to the RecycleGuard general supplemental

Named Insured:

Operations:

Please provide a photo or brochure of facility and current sprinkler reports for all buildings (Mandatory)

Types of Paper Materials received (please indicate percentages (total to be 100% based on total tonnage amount below) for each that apply):

Newsprint: _____ Magazines: _____ Books: _____ Office refuse: _____
Other: _____ Describe other (if applicable): _____

Any collection/disposal of sensitive/confidential documents: yes no

Are you a member of NAID? yes no (If so, please attached copy of agreement to be signed and describe controls for confidentiality.)

Storage:

Please provide percentages (based on tonnage) of storage: Inside: _____ Outside: _____

For outside storage: Open array?: yes no Closed array?: yes no

What is the maximum height paper is stored in feet? _____ How close to buildings is paper stored? _____

How many square feet of yard is used for holding paper? _____

Is there available suppression in the yard? yes no If so, please describe: _____

Describe how paper stored outside is protected against vandalism and/or malicious arson attempts: _____

For inside storage: Open array? : yes no Closed array? : yes no

What is the maximum height paper is stored in feet? _____ How many square feet of floor is used for holding paper? _____

Are there building separations that would contain the spread of heat, smoke and/or fire? yes no

If yes, please describe the features: _____

Fire prevention:

Is the sprinkler system wet or dry? yes no

Are fire extinguishers located throughout the building? yes no

Is smoking prohibited? yes no

Are fire fighting water hoses located within the building? yes no

Are employees trained in use of fire fighting equipment? yes no

Is there pre-emergency planning and training completed with the fire department? yes no

If so, how often? yes no

Prepared by: _____ Title: _____ Date: _____

Signature: _____

Amwins Program Underwriters

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