

Covers commercial janitorial and building-maintenance contractors. Residential cleaning uses CWCO-SUP-MAID; carpet cleaning CWCO-SUP-CARPET; window cleaning CWCO-SUP-WINDOW. Complete with ACORD 125 and 126. Attach a standard customer contract.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Franchise

PRIMARY CONTACT / TITLE	PHONE	EMAIL

2 OPERATIONS

WORKER CATEGORY	NUMBER	ANNUAL PAYROLL OR COST (\$)

Worker categories: W-2 employees; subcontractors or 1099 contractors; leased or temporary workers; owners who work in the field.

INDUSTRY SERVICED	ANNUAL SALES (\$)	DURING BUSINESS HOURS (Y/N)	AFTER-HOURS KEY ACCESS (Y/N)

Higher-hazard sites serviced (check all that apply):

- ☐ Hospitals or care homes ☐ Schools or daycares ☐ Airports or hangars ☐ Food processing plants ☐ Crime scene or biohazard
☐ Construction cleanup ☐ None of these

2-1 Does the applicant clean restaurant hoods and exhaust ducts? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Does the applicant perform flood, fire, mold, or biohazard remediation? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-3 Does the applicant do exterior construction cleanup? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-4 Does the applicant do snow plowing or ice removal? ☐ Yes ☐ No
 IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — WORKFORCE SCREENING, SUPERVISION & HARASSMENT

Janitors often work alone at night inside customers' buildings. Harassment of night-shift cleaners has drawn EEOC action against janitorial contractors, and California requires janitorial employers to register and give recurring harassment-prevention training.

- 3-1 Are criminal background checks done on all cleaning staff before they are placed at a customer site? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-2 Are employees covered by a janitorial (third-party) fidelity bond or crime coverage? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-3 Do all employees and supervisors receive harassment-prevention training at least every two years, in their own languages? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-4 Is there a way for workers to report harassment without going through their direct supervisor? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-5 Do workers who clean alone at night check in with a supervisor during each shift? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-6 Do subcontractors provide certificates of insurance before starting work? ☐ Yes ☐ No
IF YES, EXPLAIN
- 3-7 Has anyone claimed harassment, assault, or theft by or against the applicant's workers in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — KEYS, AFTER-HOURS ACCESS & CUSTOMER PROPERTY

- 4-1 Does the applicant hold keys, access codes, or badges for customer premises? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-2 If yes to 4-1, is there a written key-control procedure with a sign-out log? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-3 Does the applicant arm or disarm customer alarm systems? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-4 Does the standard contract include a hold-harmless clause in the applicant's favor? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-5 Does the standard contract limit the applicant's liability for property damage and theft? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-6 Do customer contracts require the applicant to name customers as additional insured? ☐ Yes ☐ No
IF YES, EXPLAIN
- 4-7 Has there been a theft, property damage, or water damage claim from work at a customer site in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

5 EXPOSURE & RISK QUESTIONS — CHEMICALS, FLOORS & HEIGHTS

- 5-1 Are employees trained and documented on safe chemical use, including never mixing products? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-2 Are wet-floor signs placed during and after every floor-care job? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-3 Are propane or gas-powered floor machines used indoors? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-4 If yes to 5-3, are carbon monoxide monitors used and ventilation confirmed before use? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-5 Is any work performed more than 15 feet above the floor or ground? ☐ Yes ☐ No
IF YES, EXPLAIN

5-6 If yes to 5-5, are workers trained on lifts and fall protection? ☐ Yes ☐ No
IF YES, EXPLAIN

6 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$) PROJECTED ANNUAL GROSS REVENUE (\$) LARGEST CUSTOMER (% OF REVENUE)

7 PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

GL CARRIER / LIMITS JANITORIAL BOND / CRIME LIMIT EPLI (INCL. THIRD-PARTY) (Y / N)

7-1 Has any carrier declined, cancelled, or non-renewed coverage in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED

7-2 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No
IF YES, EXPLAIN

8 RISK MANAGEMENT

8-1 Do supervisors inspect each site at least monthly? ☐ Yes ☐ No
IF YES, EXPLAIN

8-2 Are incidents at customer sites written up the same day? ☐ Yes ☐ No
IF YES, EXPLAIN

9 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME) TITLE DATE
PRODUCER — CORY WASHINGTON & CO. LLC PRODUCER SIGNATURE (TYPE FULL NAME) DATE