



W-A-Schickedanz Agency, Inc., CMGA
 Interstate Risk Placement, Inc.
 Managing General Agents | Surplus Lines Brokers



GRADING OF LAND / EXCAVATION QUESTIONNAIRE

Customer Name: _____ Cust. # _____

Address: _____
 (Street) (City) (State) (Zip)

Agent: W. A. SCHICKEDANZ AGENCY, INC.

Internet web site: No Yes Web site address: _____

Total number of employees: _____ (average)

Total peak season employment: _____

Firm's annual sales?

Current year: \$ _____

First year prior: \$ _____

Second year prior: \$ _____

Estimated sales for next year? \$ _____

1. Check all operations performed by your firm.

What percent do they represent of total operations?	Commercial	Residential (Includes Subdivisions)	Apartments/Condos/ Townhouses
<input type="checkbox"/> Grading of Land	_____ %	_____ %	_____ %
<input type="checkbox"/> Excavation Work	_____ %	_____ %	_____ %
<input type="checkbox"/> Landscape Work	_____ %	_____ %	_____ %
<input type="checkbox"/> Sewer and Water Construction	_____ %	_____ %	_____ %
<input type="checkbox"/> Street and Road Construction	_____ %	_____ %	_____ %
<input type="checkbox"/> Landfill Construction	_____ %	_____ %	_____ %
<input type="checkbox"/> Underground Tank Removal	_____ %	_____ %	_____ %
<input type="checkbox"/> Other _____	_____ %	_____ %	_____ %

If performing residential (individual home or subdivision) grading or site development work, please indicate the percentage of work performed based on the number of lots included in each project:

1 to 25 lots _____% 26 to 50 lots _____% 51 to 100 lots _____% over 100 lots _____%

If performing grading or site development work for apartments, condominiums, townhouses or other habitational buildings, please indicate the percentage of work performed based on the number of buildings in each project:

0 to 5 bldgs. _____% 6 to 10 bldgs. _____% 11 to 15 bldgs. _____% over 15 bldgs. _____%

YES NO

2. Does your firm own or operate a construction and debris landfill? YES NO

3. Does your firm ever act as a general contractor? YES NO



YES **NO**

4. Sewer and water construction is performed in conjunction with site development? N/A

Do your operations include general sewer and water construction performed for governmental authorities?

5. Curb and gutter construction is performed in conjunction with site development? N/A

Do your operations include general curb and gutter construction or repair performed for governmental authorities?

6. Street and road construction is performed in conjunction with site development? N/A

Do your operations include general street and road construction performed for governmental authorities?

7. Are any operations subcontracted to other firms?

If yes, estimated annual cost: \$ _____

If yes, list operations subcontracted:

Do you use a standardized written contract with all of your subcontractors?

Has your written contract been reviewed by your attorney?

Does the written contract have a hold harmless clause in your firm's favor?

Does the written contract require that you be named as additional insured on the subcontractor's general liability policy?

Does the written contract require the additional insured coverage to respond on a primary and noncontributory basis?

Does the written contract require that the additional insured coverage include completed operations coverage? If so, how long is the coverage required to be carried? _____

What limits of general liability coverage does your written contract require your subcontractors to carry? \$ _____

8. What measures are taken to protect the general public from the firm's activities?

9. What locate service does your firm use to identify underground exposures? _____

Do you keep records of calls and diary for relocates?

Do you use either still or video cameras to document located lines prior to digging?

What additional steps do you use to avoid underground hazards?

YES **NO**

10. Does your firm ever hire temporary employees?

If yes, what are the typical duties assigned to temporary employees?

How are temporary employees trained and supervised?

11. What is the average experience level of equipment operators? _____ Years
(Average years of experience per individual operator)

12. Employees are? Non-Union Union Members Combination of both
(Excluding office staff and salesmen)

13. How does the firm verify that the land has been graded properly?

14. Is the graded/compacted soil tested to verify compliance to project specifications or industry standards?

If yes, who is responsible for the testing?

Firm's responsibility Other _____

Does the firm obtain and retain records then verify the firm's work meets the project specifications or industry standards?

If yes, how long are the records kept? _____

15. Do you work in areas with expansive, swelling or shifting soils?

When working with these soils, please describe what is done to stabilize the soil preventing it from moving, shifting or subsiding?

16. Has the firm had any claims involving the movement or subsidence of the graded/compacted soil causing damage to a home or other structure?

If yes, please explain:

17. Does your firm transport construction equipment to the work sites, by your own vehicles or are public carriers used to transport the equipment?

Own vehicles Public carriers Both

YES **NO**

18. Does your firm perform any building demolition?

If **yes**, check off all types of structures you have demolished.

- Barns Sheds Residential garages
- Single family homes not over two stories in height
- Single family homes over two stories in height
- Residential structures (apartment buildings) not over two stories in height
- Residential structures (apartment buildings) over two stories in height
- Nonresidential structures (commercial buildings) not over two stories in height
- Nonresidential structures (commercial buildings) over two stories in height
- Industrial plant building Industrial - tanks, conveyors or boilers
- Water towers Radio/TV broadcasting towers

If the firm performs building demolition, is the site free of all hazardous materials prior to demolition?

Who is responsible for the removal of all hazardous materials prior to demolition?

- Firm's responsibility Building owner's responsibility
- Other _____

19. Does your firm have any off-season operations?

If **yes**, what are the operations?

20. Does your firm perform snow removal operations for hire?

If **yes**, complete question 45.

21. Explosives ever used in your operations?

Is blasting coverage to be provided?

If **yes**, a separate Blasting Questionnaire/Application must be completed.

22. Has your firm ever performed work at a landfill?

If **yes**, what work was performed directly by you or indirectly by your subcontractors?

Has your firm ever performed underground tank removal?

If **yes**, what work was performed directly by you or indirectly by your subcontractors?

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 23. Firm follows proper storage procedures for all hazardous chemicals used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Does your firm loan or lease equipment to others? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, what are the annual rental receipts? \$ _____ | | |
| If yes, equipment rented with operators? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, equipment rented without operators? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Does your firm lease equipment from others? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, what are your total annual expenses for equipment leased from others? \$ _____ | | |
| 26. Does the firm engage in contract hauling for others? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, what are your annual receipts for contract hauling? \$ _____ | | |
| If yes, what items are hauled? _____ | | |
| 27. Does your firm employ an individual for general equipment maintenance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your firm keep records for general equipment maintenance performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your firm employ an individual for auto fleet maintenance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your firm keep records for auto fleet maintenance performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Does your firm have a written general safety program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Does your firm conduct annual safety training sessions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Does your firm conduct weekly project safety meetings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Does your firm have a written fleet safety program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Does your firm document the safety meetings held? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Does your firm have a drug testing program? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, testing is provided by _____ | | |
| 34. Is there any nonbusiness use of vehicles permitted? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, who may use vehicles for nonbusiness use? | | |
| | | |
| 35. Any nonemployees permitted to drive company vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, who is permitted? | | |
| | | |
| 36. Are there individuals under the age of 25 driving company vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. What is the annual turnover rate of the firm's drivers? _____ % | | |
| 38. The MVR of a prospective employee is reviewed prior to employment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Does your firm perform road tests to verify individuals' driving ability? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Does your firm advise its auto insurance provider of all new drivers hired? | <input type="checkbox"/> | <input type="checkbox"/> |

47. Named Insureds

If you will be requesting insurance coverage for more than one Named Insured on your insurance policy, please describe the individual operations or interest of each proposed insured.

Named Insured:

Operations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

48. Residential/Habitational Job List

Please list the 10 largest residential or other habitational projects being worked on or completed in the last five years.

Residential includes single homes and subdivisions. Other habitational projects include apartments, condominiums, townhouses or other habitational buildings.

	Project Description	Lots/Units	Cost	Date of Project
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Attach additional pages if necessary.

Completed By: _____

Date _____

Title: _____