



4600 Cox Road, Glen Allen, VA 23060  
(800) 431-1270 Fax (804) 527-7966

# Food Bank/Warehouse Supplement

(To be attached to ACORD applications)

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**EXPLAIN ALL "NO" ANSWERS IN THE ADDITIONAL COMMENTS SECTION**

**NAMED INSURED:** \_\_\_\_\_

1. Please indicate the lay-out of the facility:  Grocery store  Self-service warehouse  Full-service (customers not allowed to help themselves)  Other (describe): \_\_\_\_\_
2. Is all equipment (lifting jacks, ladders, rolling pallets, carts, etc.) inspected and maintained regularly?  Yes  No If yes, how often? \_\_\_\_\_
3. Are all employees and volunteers trained in the operation of all equipment?  Yes  No
4. Do all lifting equipment and portable ladders have weight limits posted prominently on them?  Yes  No
5. Are any of the following allowed in the warehouse?  Eating  Drinking  Running  Smoking Are signs posted forbidding these actions?  Yes  No
6. Is there a schedule for sweeping and monitoring walk areas?  Yes  No If yes, what is the frequency? \_\_\_\_\_
7. Are delivery areas separate from customer loading areas and well-marked?  Yes  No
8. Are parking lots and customer walk and loading areas well-maintained and well-lighted?  Yes  No
9. Is restocking done during customer shopping hours?  Yes  No If yes, are the areas off-limits during stocking?  Yes  No
10. Is there a system in place to adequately document all goods?  Yes  No Are expiration dates checked on all items?  Yes  No
11. Check all of the following signage posted in the facility:  Rules outlining standards of operation  Off-limit areas  Request for customers to seek assistance with reaching high shelves, operating equipment and loading or lifting heavy items  Other (describe) \_\_\_\_\_
12. If the building is sprinklered:
  - a. Is the sprinkler system an ESFR (Early Suppression Fast Response) system?  Yes  No
  - b. Are in-rack sprinkler heads installed?  Yes  No
  - c. Is the system designed for the highest fire load that could be in the warehouse?  Yes  No
  - d. Is there at least 18 inches of clearance below all sprinkler heads?  Yes  No
  - e. Is the system inspected and tested at least annually by a qualified sprinkler inspector?  Yes  No
13. Is there clear access to all fire extinguishers and fire alarms?  Yes  No
14. Are empty wood pallets stored in areas away from warehoused goods?  Yes  No
15. Are flammables and combustibles (including aerosols) stored separately from the rest of the warehoused goods?  Yes  No
16. Is there sufficient space in the aisles to allow for fire control and firefighter access and easy movement of goods?  Yes  No

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Additional Comments: \_\_\_\_\_

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