

Retail – AUTOMOTIVE Operations



Business Name: _____ 1st year in business: _____

Website Address: _____

Description of Operations: _____

Hours of Operation: _____

Total # of Employees: _____ Employee breakdown: Full time _____ Part time _____ Seasonal _____ Leased/Contracted _____

Number of Locations? _____ If more than 1 location, then are employees shared between locations? Yes No

If this is a new business, provide a description of the owner's prior experience managing or owning this type of business (minimum of 2 years of experience required). _____

Auto Service Yes / N/A

Maximum gross vehicle weight truck or equipment worked on? _____

Are there any vehicle towing operations? Yes No

If Yes (select all that apply): Own Customers AAA Municipalities Other: _____

Is there any emergency roadside assistance? Yes No

Snow plowing operations: In-House Contracted

How are non-operational vehicles moved in and out of the auto shop? _____

Auto Body Yes / N/A

Is there a pressurized paint booth on site? Yes No

Does the paint booth have explosion proof lighting? Yes No

What type of respirators are worn by paint technician(s)? _____

Is the paint technician(s) given respirator fit-tests annually? Yes No

How are non-operational vehicles moved in and out of the auto shop? _____

Auto Carwash/Detailing Yes / N/A

Is the automated carwash tended by employees? Yes No

Who services/repairs the automated carwash? Employees In-House Maintenance Contractor

Detailing a vehicle (select one): Interior Exterior Both

Detailing occurs (select one): Inside facility Outside facility Both

On the average how many vehicles are detailed per day? _____

Auto Sales Yes / N/A

How are used vehicles transported to auctions (company-owned carrier, outside carrier service, etc.)?

Please explain: _____

Any unusual job tasks performed by employees that are outside the scope of work for your industry? Yes No

If yes, please list and give a brief explanation:

Name (of person completing the form) _____ Title _____

Signature _____