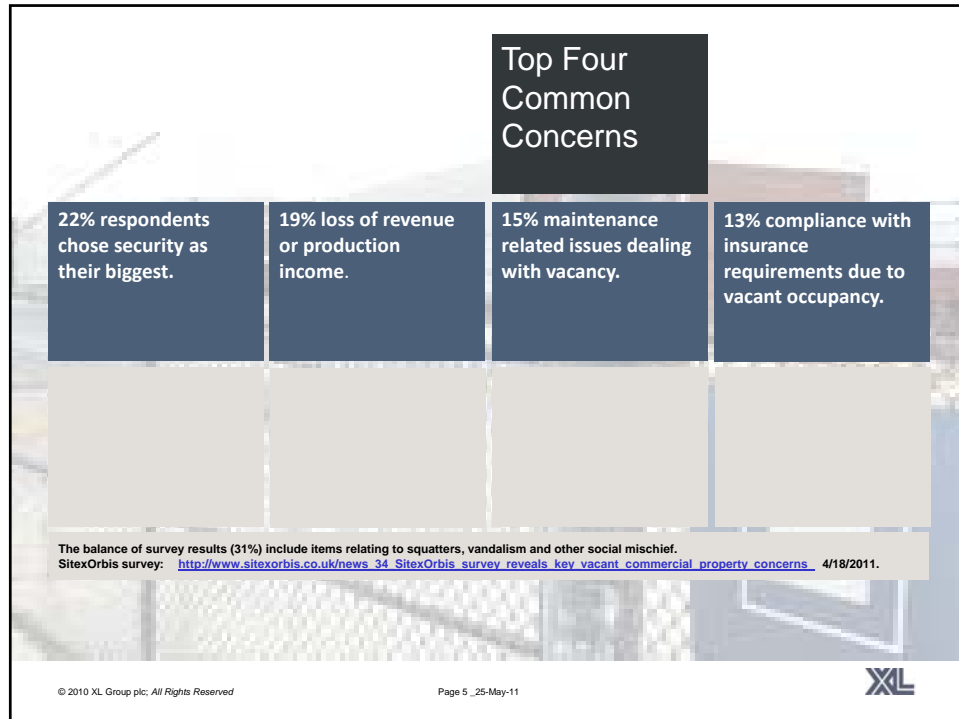


Course Objectives

Highlight industry best practices when dealing with vacant, idle or shut-down properties involving:

- Proper security measures,
- Property inspections, and
- Routine preventive maintenance concerns.



What factors to consider when securing an idle or vacant facility?

- Current status and potential future occupancy
 - _____
 - _____
 - _____
 - _____
- Its frequency of attendance by agency and/or authorized pe
 - _____
- Existing protection elements
 - _____
 - _____
 - _____
 - _____
 - _____
- Its location along with its internal and external exposures
 - _____
 - _____

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What Do Many Insurance Companies Ask For Regarding Vacant Facilities?

- On-site guard services making recorded rounds
 - Once every two hours during day
 - Hourly during evening hours

OR

Continuous alarm (fire and burglary) monitoring via a central station monitoring service

- Maintain adequate management control programs including weekly fire equipment inspections or loss prevention tours
- Relocate any unprotected combustible storage to protected or monitored areas
- Strict control and/or elimination of flammable and combustible liquids
- Eliminate all controllable sources of ignition
- Maintain building heat, yard conditions, and physical structures.

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On-site Guards vs. Continuous Monitoring

On-site
Guards
Service

Continuous
Monitoring

Analysis is driven mostly by overall physical values and external exposures to the idle facility



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On-site Guards

On-site Guards Service

Continuous Monitoring

- Provides best option towards site supervision
- Allows immediate investigation to abnormal conditions
- Could minimizes false alarms
- Increases community awareness of occupancy
- Usually more costly than other types of supervision
- Varying quality of contracted service providers
- Service providers use different types of recording of rounds

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Continuous Monitoring

On-site Guards Service

Continuous Monitoring

- Provides an active and reliable option towards site supervision
- Hardwired systems arranged to transmit to a [UL Listed Central Stations](#) are most preferred and proven for reliability
- Requires routine maintenance and possibly increased inspections due to idle premise status
- May be prone to false alarms, power outages, etc.
- Flexibility with new emerging technologies ([RF, GSM/CDMA, 4G, etc](#))

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Planning / Maintaining Vacant or Idle Property

Internal risks
may include:

[Fire/explosion](#)

[Hazardous materials](#)

[Utilities](#)

External risks
may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or
Malicious Mischief](#)

Evaluations to consider:



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Planning / Maintaining Vacant or Idle Property

Internal risks
may include:

➔ **Fire/explosion**

[Hazardous materials](#)

[Utilities](#)

External risks
may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or
Malicious Mischief](#)

Evaluations to consider:

- Significant combustible loading?
- Are fire / explosion scenarios plausible?
- Potential consequences regarding active and passive ([fire doors](#), [fire barrier walls](#), [etc.](#)) protection?
- Adequacy of preventive/protective measures?
 - Ceiling automatic sprinklers & water supplies
 - Automatic alarm devices
 - Portable handheld fire extinguishers

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Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

➔ **Hazardous materials**

[Utilities](#)

External risks may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or
Malicious Mischief](#)

Evaluations to consider:

- Use / storage of hazardous materials?
- Might pollution/contamination scenarios be present or created?
- Potential consequences (geographical extent of the impacted zone)?
- Adequacy of preventive/protective measures?

Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

➔ **Utilities**

External risks may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or
Malicious Mischief](#)

Evaluations to consider:

Electricity:

- Presence of rooms with both transformers and electrical cabinets?
- Consequences in the event of the interruption or loss of transformer or critical cabinets (alarms, heating, etc)?
- Will [inspections of electrical equipment](#) remain on regular routine schedule?
- If a change in status then who will be responsible for notifying the necessary parties (agency, ORM, etc.)

Electricity

[Steam and hot water](#)

[Compressed air](#)

[Gas supply](#)

Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

➔ Utilities

External risks may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or Malicious Mischief](#)

Evaluations to consider:

Steam and hot water:

- Presence of boilers? Equipment and areas served for heating?
- Isolation valves on fuel supply secured?
- Consequences in the event of interruption/unavailability?
- Adequacy of preventive/protective measures?

[Electricity](#)

[Steam and hot water](#)

[Compressed air](#)

[Gas supply](#)

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Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

➔ Utilities

External risks may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or Malicious Mischief](#)

Evaluations to consider:

Compressed air:

- For areas subject to freezing, dry pipe automatic sprinkler systems rely upon compressed air.
- Consider the use of nitrogen cylinders if compressors are turned off or removed?
- Consequences in the event of electrical interruption w/active compressors?
- Existing prevention measures (low air pressure monitoring)?

[Electricity](#)

[Steam and hot water](#)

[Compressed air](#)

[Gas supply](#)

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Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

➔ Utilities

External risks may include:

[Flooding](#)

[Windstorm](#)

[Crime, Theft or Malicious Mischief](#)

Evaluations to consider:

Gas supply:

- Type of gas (public gas supply, LPG, etc.) equipment and served areas?
- Consequences in the event of interruption?
- Existing prevention measures and maintenance schedules should be maintained?

[Electricity](#)

[Steam and hot water](#)

[Compressed air](#)

[Gas supply](#)

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Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

[Utilities](#)

External risks may include:

➔ Flooding

[Windstorm](#)

[Crime, Theft or Malicious Mischief](#)

Evaluations to consider:

- Low grade elevations subject to water entry potentials?
- Dependence on manually operated ([external](#) or [internal](#)) flood gates?
- Other onsite flood control systems (active or passive) present?
 - Do electrical [sump pumps](#) exist?
 - Water detection alarms?

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Planning / Maintaining Vacant or Idle Property

Internal risks may include:

[Fire/explosion](#)

[Hazardous materials](#)

[Utilities](#)

External risks may include:

[Flooding](#)

➔ **Windstorm**

[Crime, Theft or Malicious Mischief](#)

Evaluations to consider:

- What is the overall condition of roofs and particularly edges, flashing and gutter systems?
- Are roof drains free of debris anticipating heavy or prolonged rains?
- Are windows secured and/or boarded?
- Is there corrosion along guide wires suggesting poor securing of roof equipment?
- Are there loose yard equipment or debris that may become missiles?

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Planning / Maintaining Vacant or Idle Property

Crime, Theft or Malicious Mischief

Identifying
Site's
Vulnerability

Selection of
Protective
Measures

Maintaining
Checks &
Balances

Crime, Theft or Malicious Mischief

- Each site will have unique exposure to this risk
- External emergency response may vary
- Community awareness through neighboring facilities or mutual aid/industrial parks may be a factor
- Every plan will need to be reviewed over time due to changing circumstances

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Planning / Maintaining Vacant or Idle Property

Crime, Theft or Malicious Mischief

Identifying Site's Vulnerability

Selection of Protective Measures

Maintaining Checks & Balances

- Current state of property (onsite visit)
- State of current security measures
- State of current fire detection measures
 - Electrical power available (for alarms)?
 - Phone lines for hardwired central station monitoring?
- State of current perimeter protection
- Historical data or evidence of increased potentials
 - Graffiti in area
 - Documented reports of crime by police, etc.



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Planning / Maintaining Vacant or Idle Property

Crime, Theft or Malicious Mischief

Identifying Site's Vulnerability

Selection of Protective Measures

Maintaining Checks & Balances

- Perimeter fencing and gates
- Time and Motion activated lighting
- Securing windows and entry points
- Closed Circuit Video Cameras
- Utilizing certified and/or qualified vendors for service needs



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Planning / Maintaining Vacant or Idle Property

Crime, Theft or Malicious Mischief

Identifying
Site's
Vulnerably

Selection of
Protective
Measures

**Maintaining
Checks &
Balances**

- Recommend weekly visits by those assigned custodial care of property
- Controlling any work done by contractors for fire risk.
 - Hot Work permits
 - Lock-out Tag-out procedures
- Maintain all fire and security equipment in good working order; test regularly
- Use a checklist to document and track conditions
- Account for all keys used to gain access to property
- Interact and keep advised
 - Local police and fire services
 - Neighbors or adjacent occupied properties

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Let's Step Through and Review

Step 1

Step 2

Step 3

Step 4

Step 5

Plan to Make a Plan



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Let's Step Through and Review

Step 1

Notifying Interested Parties

- ORM and agency level divisions
- Property insurance provider
- Local police and fire service providers

Goals:

- To advise the stakeholders of the upcoming change of occupancy and potential risks
- Clearly assign responsibility for maintaining, inspecting and overall custodial care

Step 2

Step 3

Step 4

Step 5

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Let's Step Through and Review

Step 1

Step 2

Risk Analysis

For those most familiar with the property, conduct discussions and meetings to evaluate internal and external risks.

Goals:

- To analyze the site's exposure to internal and external risks in order to identify major potentials relating:
 - Environmental, Health & Safety
 - Structural and mechanical hazards
 - Fire
 - Crime
 - Vandalism
 - Natural disasters
- Determine the necessary precautions against the exposures.

Step 3

Step 4

Step 5

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Let's Step Through and Review

Step 1

Step 2

Step 3

Step 4

Step 5

Facility Preparation

Who should participate:

Those most familiar with the facility and who will be responsible for its custodial care.

Goals:

- To identify the site's existing protection features and how they are to remain active.
- Determine the need for additional protection features to satisfy the Risk Analysis.
- Coordinate with contracted services regarding expectations.

How:

An onsite tour should be included to fully understanding the protection features and how to interact with them.

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Let's Step Through and Review

Step 1

Step 2

Step 3

Step 4

Step 5

Implementing Vacant Property Features

Who should participate:

Those most familiar with the facility and who will be responsible for its custodial care.

Goals:

- Test methods of monitoring services (Guards, Central Station Services, etc.).
- Review weekly tour inspections for custodial care staff.
- Assure necessary equipment remains in service and what necessary maintenance and testing is required.

How:

An onsite tour is recommended while reviewing documented resources.

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Let's Step Through and Review

Step 1

Step 2

Step 3

Step 4

Step 5

Maintaining Idle Property

Who is concerned:
Those assigned responsibility for the facility's custodial care and related service providers.

Goals:

- To conduct routine weekly tours and checklist tasks.
- Coordinate with local authorities and interview neighbors.
- Determine if additional property protection recommendations are needed based upon activity in area.

How:

- Using recommended checklists customized for the facility.
- Keeping an open dialogue with stakeholders.

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Thank You

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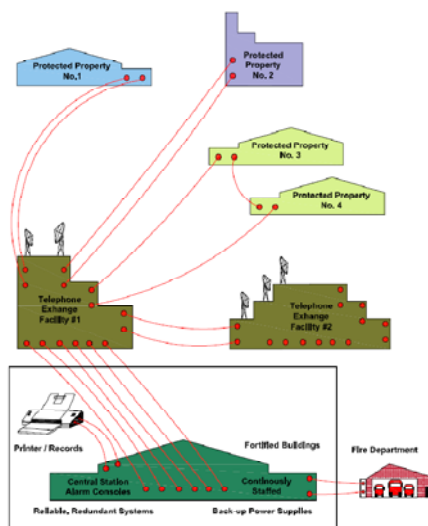
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References Beyond this Point

ONLY

Continuous Monitoring

- Central Station Fire Alarm Systems
 - Independently owned
 - Provide fire alarm monitoring for many multi-owner properties
 - Are constantly attended
 - Provide record keeping for at least one year
 - Alert property owners of Fire, Supervisory and Trouble type alarms. But for fire alarms, both property and fire department are notified simultaneously
 - Runner and maintenance service provided typically within 4 hours of notification of issue
 - Parallel and solely devoted phone lines are used



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Out of the Box Remote Signaling

This is **not** a central station type fire alarm system but

- Could be more than 50% cheaper than a continuous guard service or newly installed hardwired system
- Can be arranged to transmit to a central station and/or mobile phones
- Have their own power supplies (6 month batteries, and more...)
- Portable enough to move from one problematic location to another
- Relies upon cell tower technology for remote notification
- Not all insurance companies will give credit



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Passive Protection Elements



Change of Responsibilities (Ex. Electrical Inspection Maintenance)



Examples of Manually Operated External Flood Gates

This ramped entry using sandbag and beam supports within tracks



Street level hydraulically operated flood gate system requiring manual activation



Examples of Manually Operated Internally Mounted Flood Gates

Personnel corridor below grade between major buildings



X



Sump Pumps





Sample Vacant, Idle, or Shut-Down Facility Checklist

Date of Survey: _____ Next Date of Survey: _____

Physical Location of Idle Facility: _____

Evaluator's Name: _____ Phone: _____

Individuals Conferred (Name and Contact Info) with: _____

1. Status of occupancy

☐ Vacant with no sale pending

☐ Vacant with sale pending

2. Property Attended?

☐ Yes

☐ Guard service is being provided making recorded rounds

Standard rounds include _____ stations being toured once every 2 hours during days and hourly during evening hours.

Records verified and found acceptable

☐ Yes

☐ No (Explain)

☐ None standard tours are being made (Explain).

☐ No

☐ Monitoring provided using a Central Station Service?

☐ Yes

Alarm monitoring includes:

☐ Burglary or intruder alarms

☐ Fire alarms (Hardwired Smoke Detectors, Water Flow, Special Extinguishing System Discharge, etc.)

☐ Special conditions (Example: Low Building Temperature, Water Entry, Loss of Power, etc.)

Systems are operational and records verified

☐ Yes

☐ No (Explain)

☐ No. Another type of monitoring is being provided (Explain).

3. Active Protection Features

☐ Automatic Fire Sprinklers and associated valves

☐ Yes

☐ No automatic fire sprinklers exist.

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Sample Vacant, Idle, or Shut-Down Facility Checklist

Are systems in service?			
	Yes		No (Explain)
Are systems routinely inspected and are records being kept?			
	Yes		No (Explain)
Hose Systems and Standpipes			
	Yes		No Hose Systems and Standpipes exist.
Are systems in service?			
	Yes		No (Explain)
Are systems routinely inspected and are records being kept?			
	Yes		No (Explain)
Private Fire Service Mains and Private Hydrants			
	Yes		No Private Fire Service Mains exist.
Are systems in service?			
	Yes		No (Explain)
Are systems routinely inspected and are records being kept?			
	Yes		No (Explain)
Private Fire Pumps			
	Yes		No Private Fire Pumps exist.
Are systems in service?			
	Yes		No (Explain)
Are systems routinely inspected and are records being kept?			
	Yes		No (Explain)



Sample Vacant, Idle, or Shut-Down Facility Checklist

3. Active Protection Features (continued)

<input type="checkbox"/>	Water Storage Tanks (for Fire Pumps or Elevated Tanks for private underground mains)			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No Private Water Storage Tanks exist.	
	Are systems in service?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)
	Are systems routinely inspected and are records being kept?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Other Private Special Automatic Extinguishing Systems (Example: Foam-water, FM200 Extinguishing System, etc.)			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No Private Special Automatic Extinguishing Systems exist.	
	Are systems in service?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)
	Are systems routinely inspected and are records being kept?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Portable Handheld Fire Extinguishers are available and properly marked?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)	
	Are units tagged and being serviced?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)

4. Passive Protection Features

<input type="checkbox"/>	Perimeter Fencing and Gates			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	None exist.	
	Are systems adequate and not compromised?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Explain)



Sample Vacant, Idle, or Shut-Down Facility Checklist

4. Passive Protection Features (continued)

<input type="checkbox"/>	Time and Motion activated lighting within structures and/or outside and along perimeter?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	None exist.
	Are systems adequate and not compromised?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Closed Circuit Video Cameras?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	None exist.
	Are systems adequate and not compromised?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Secured windows and entry points?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	None exist.
	Are systems adequate and not compromised?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Fire doors along fire barrier walls being kept shut?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	None exist.
	Are systems adequate and not compromised?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)

5. Storage and General Housekeeping

<input type="checkbox"/>	Storage being kept in protected and monitored areas?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Is exterior yard and outward appearance of property being maintained?
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Explain)
<input type="checkbox"/>	Is there any evidence of vandalism or failed attempts of criminal activity?
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes (Explain)

SPRINKLER RISER ALARM VALVE

DIVISIONAL ISOLATION VALVE (P.I.V. TYPE)

RACK STORAGE AND SHIPPING AREA

RACKS

SPECIAL HAZARDOUS AREA

MANUFACTURING AND PRODUCTION AREA

OFFICE AREA

PRIVATE YARD HYDRANT WITH CURB BOX ISOLATION VALVES

RISER CONTROL VALVE (P.I.V. TYPE)

LOOPED OVERHEAD CROSS MAIN

FIRE DOOR

AUTO SPRAWLER BRANCH LINES

AUTO SPRAWLER HEADS

PRIVATE WATER SUPPLY

DIVISIONAL ISOLATION VALVES (P.I.V. TYPE)

AUTOMATIC FILL LINE

FIRE PUMP HOUSE

BACKFLOW DEVICE OR CITY WATER PIT CONNECTION

PUBLIC FIRE HYDRANT

PUBLIC WATER SUPPLY

PRIVATE LOOPED UNDERGROUND FIRE WATER MAIN

FIRE DEPARTMENT CONNECTION

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[illegible]



XL Global Asset Protection Services Presentation Evaluation Form

Date: _____

Evaluator's Name: _____

Course Name: _____

1. Overall, how satisfied were you with this course?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

2. Would you recommend this course to another person?

- ☐ Definitely would
- ☐ Probably would
- ☐ Might or might not
- ☐ Probably would not
- ☐ Definitely would not

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XL Global Asset Protection Services Presentation Evaluation Form

3. What did you like best about this course?

4. What did you like least about this course and how could this course be improved?

Please rate the course in the following areas:

Response Definitions: E = Excellent VG = Very Good G = Good F = Fair P = Poor

5. Met its stated objectives

E	VG	G	F	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Increased your knowledge and skills.....

E	VG	G	F	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Had well –organized course content.....

E	VG	G	F	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Met your needs.....

E	VG	G	F	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Was conducted in a space that was conducive to learning.....

E	VG	G	F	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Presentation Evaluation Form

10. Do you plan on using any or parts of this course information when you return to your site..... E VG G F P
☐ ☐ ☐ ☐ ☐
11. Will course materials be useful references for you (or others) when you return to your site..... E VG G F P
☐ ☐ ☐ ☐ ☐
12. Other comments?

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