

## **Forms Glossary**

### **Claims Kit**

This kit is to be used for any incident that involves the loss of property, damage to property, injury to customers or employees. These reports should be completed even if no actual claim is made. Whenever possible, pictures should be taken as soon as practical.

### **Salt Log**

This log should be completed daily during the months where weather temperatures are below freezing. A separate report should be kept for each location.

### **Checklist**

This form is intended to be a daily checklist of some basic routine items that may be a potential hazard. It could be completed by either management or employees.

### **Employee Driver Rules**

This is a list of suggested precautions to help promote driving safety at the carwash locations. This is applicable to any car washer that operates a full service wash, detail, lube or other type of location that requires the operator or employee to drive a customer's vehicle.