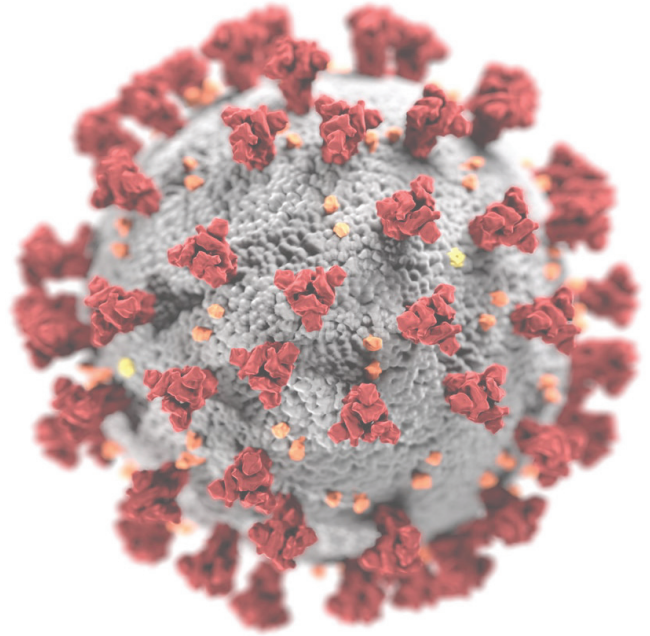


PANDEMIC & TEMPORARY CLOSURE OF BODYSHOPS

As the COVID-19 pandemic continues to evolve, governments and businesses are having to take extraordinary precautions to help slow the spread of the virus and keep staff and the public safe.

As a result, we are learning that many of our customers will either be forced or chose to close their facilities. Please see the following suggestions to keep in mind if you are considering a temporary closure:



LOT SECURITY

- ☐ Secure all entrances to your lot. Block park entrances and gates with non-target stock.
- ☐ Park all exotic or high target vehicles within a building.
- ☐ Park any vehicles that have target wheels or are prime candidates for component theft such as catalytic converters.
- ☐ Continue to keep all areas well lit.
- ☐ Ensure cameras systems are working, consider adding off-site monitoring if not currently in place.
- ☐ Check the locks on all outbuildings, including shipping containers. Block park the shipping container doors.
- ☐ Checks should be performed daily at all locations where vehicle inventory is stored.

BUILDING SECURITY

- ☐ Check all exterior door locks, lock secondary deadbolts if possible.
- ☐ Ensure alarm is armed and functioning properly.
- ☐ Secure all vehicle keys, and cabinets, relocate if necessary.
- ☐ Secure all dealer plates.
- ☐ Block park the exterior of shop doors, specifically at the rear of buildings.
- ☐ Daily round checks should be preformed.

BUILDING MAINTENANCE



- ❑ Ensure that sufficient heat is present throughout the building.
- ❑ Turn off water to non-essential areas, washrooms and lunchrooms.
- ❑ Unplug any unnecessary appliances, vending machines, coffee makers, extension cords, power bars, etc.
- ❑ Turn off power too and secure over-head doors.
- ❑ Check to ensure that all fire doors are closed, and that anywhere a fire shutter is present that the tracks, and floor below are free and clear.
- ❑ Power down compressors.
- ❑ Turn off valves at tanks for bulk oil, washer fluid, etc.
- ❑ Clear debris from lot drainage, storm drains, and basins.
- ❑ Trees should be limbed and properly maintained.
- ❑ Roof drains should be inspected to insure they are free flowing.

These are difficult times for all, please don't hesitate to reach out should you have any questions or concerns.

Stay home and stay safe.

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Learn what Insurance Companies are doing to help Body Shops deal with loss of revenue as a result of COVID 19.

Please contact John Paul (J.P.) Mitchell today to discuss your options.



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