| TOW CONTRACT FACILITIES INSPECTION | | | | | |
|---|-----------------|----------|-----------------------------|-----------------|--|
| COMPANY NAME DISTRICT | | | ADDRESS | | |
| INSPECTOR DATE 1ST | 2 ND | | RECEIVED BY 1 ST | 2 ND | |
| DRESS CODE: Do employees demonstrate compliance with the company's dress code? | | | | | |
| STORAGE FACILITIES | | | | | |
| Primary Storage Location | | | | | |
| Secondary Storage Location (optional) | | | | | |
| ♦ Primary storage area not less than 5,000 sq ft, excluding office area and police hold | | | | | |
| Total storage capacity not less than: | | | | | |
| 0 – 50 calls/month | | | | | |
| 51 - 200 calls/month | | | | | |
| 201 or more calls/month | | | | | |
| All openings securable with locks to prevent unauthorized entry All outside storage entirely surrounded with fence or wall at least six | | | | | |
| feet tall, topped with barbed wire | | | | | |
| Fence or wall <u>free</u> of holes or weak spots which would allow unauthorized entry | | | | | |
| Secure storage and tracking system for valuables removed from towed vehicles | | | | | |
| ♦ Any area where customers must walk free of animal waste, mud, | | | | | |
| standing water and loose debris | | | | | |
| <u>CUSTOMER RECEPTION AREA</u> ◆ Does the tower have a plan for accommodating persons with disabilities? | | | | | |
| Entry clearly marked and well lit, free | e of debris | | | | |
| Clean, well lit counter space for writing | | | | | |
| Limited seating available for persons waiting to be served | | | | | |
| COMPANY IDENTIFICATION A sign, clearly visible from the public right-of-way containing: | | | | | |
| CONTRACTOR'S NAME | t-or-way con | taining: | | | |
| | | | | | |
| TELEPHONE NUMBER | | | | | |
| ♦ REGULAR BUSINESS HOURS: 8:00 a.m – 6:00 p.m., Monday-Friday | | | | | |
| GATE FEE INFORMATION | | | | | |
| (example: "A service charge of \$25.00 will be levied for release of vehicles or their contents after normal business hours) | | | | | |
| ◆ LETTERS MUST BE AT LEAST 2" | HIGH | | | | |
| POLICE HOLD STORAGE ◆ Must be indoors, but capable of ventilation | | | | | |
| Minimum size: Must allow full access to all sides of a vehicle with its doors open. | | | | | |
| Floored with pavement, concrete or sealed decking | | | | | |
| Secured with locks on all doors and windows, and protected from weather | | | | | |
| Clearly marked to prohibit unauthorized entry | | | | | |
| Free of dirt, dust, oil spills, loose items (tools, auto parts, etc.) and animal waste | | | | | |
| Minimum temperature - 60 degrees F | | | | | |
| Sufficiently lit | | | | | |
| Equipped with a standard grounded | electrical ou | tlet | | | |
| Equipped with a fire extinguisher inside the hold area | | | | | |
| DISPATCHING | | | | | |
| Phone Lines #1 #2 | | | | | |
| Dedicated Fax #Night Dispatch Name & # | | | | | |