

## **PLAN OF OPERATION CHECKLIST**

A general narrative of the nature of the business and the general operations of the business.

The following information must be included:

Total Number of Employees

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Number of Manufacturing Industrial Employees \_\_\_\_\_

Number of Office Employees \_\_\_\_\_

Number of Employees on shift with greatest number of employees \_\_\_\_\_

Number of Manufacturing Shifts \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Hours of Deliveries \_\_\_\_\_

Hours of Garbage Pick up \_\_\_\_\_

Hazardous Products/Chemicals

Type \_\_\_\_\_

Location on property \_\_\_\_\_

Outside Storage

Location \_\_\_\_\_

Type \_\_\_\_\_

Fleet Vehicle Storage

Type \_\_\_\_\_

Quantity \_\_\_\_\_