



Division of Risk Management Building/Property Status Report

Agency: _____ Division: _____ Building Name: _____

Agency Bldg. # _____ State Bldg. # _____

Address: _____

City: _____ County: _____ Zip Code: _____

CONSTRUCTION CLASS: (Please checkmark the appropriate description)

- _____ **A** Class "A" buildings have fireproofed structural steel frames with reinforced concrete or masonry floors and roofs.
- _____ **B** Class "B" buildings have reinforced concrete frames and concrete or masonry floors and roofs.
- _____ **C** Class "C" buildings have masonry or concrete exterior walls, and wood or steel roof and floor structures, except for slab on grade.
- _____ **D** Class "D" buildings generally have wood frame, floor, and roof structure. They may have a concrete floor on grade and other substitute materials, but is considered combustible construction.
- _____ **S** Class "S" buildings have frames, roofs, and walls of incombustible metal. This includes the pre-engineered metal buildings.

OCCUPANCY: Principal occupancy: _____ **Estimated Contents Value** _____

Use of Space: (% of total square footage)

Office Space	_____ %	Building Condition:	Poor	_____	Good	_____	Exc.	_____
Library, Museum	_____ %	Is woodworking performed?	Y	_____	N	_____		
Cafeteria	_____ %	Is there a dust collection system?	Y	_____	N	_____		
Maint / Shop / Garage	_____ %	Is spray painting performed?	Y	_____	N	_____		
Classroom	_____ %	Are flammables stored?	Y	_____	N	_____		
Laboratory, Hospital	_____ %	Is welding performed in bldg?	Y	_____	N	_____		
Warehouse	_____ %							
Auditorium	_____ %							
Housing	_____ %							
Other (describe)	_____ %	(examples are: Farm, Store, Parking, Greenhouse, Armory, Hangar, Penal Institution, Liquor Store, etc.)						

100 % Building Condition: Poor _____ Good _____ Exc. _____

Sq Footage-all floors: _____ Constr Yr: _____ Ownership: _____ Type: _____ Status: _____

Elevators: _____ Passenger _____ Freight _____ Floors: Below Ground _____ Ground Lvl _____ Above _____

Your estimate of total building value, if available _____ Indicate whether estimate is based on Actual Cash Value (ACV) or Replication Cost (R - if historical) _____

FIRE PROTECTION:

- Is Bldg. Fire-sprinklered? Y _____ N _____ What percent is sprinklered? _____ %
- Is sprinkler system under at least an annual service contract? Y _____ N _____
- Alarms: Smoke: Y _____ N _____ Heat: Y _____ N _____ Motion: Y _____ N _____
- Door / window alarms: Y _____ N _____ Off-Premises? Y _____ N _____ Is a 24-hr watchman present? Y _____ N _____
- Fire dept or fire district name: _____
- Do main gas / water supply lines have flexible connections? Y _____ N _____
- Does main gas line have an automatic shutoff valve? Y _____ N _____



EXPLANATIONS FOR COMPLETING RISK MANAGEMENT'S BUILDING SURVEY FORM

Agency Bldg. #: If you have a building number (or other identifier) you use for inventory purposes or some other reason, that number could be shown here, and we will use it in the reports we send back to you.

State Building Number: This is the building number assigned by the Division of Risk Management. If this is a building that hasn't been insured before, please write "new building" in the space provided.

Construction Class: Select the construction class that best describes your facility. If none of the categories describe your facility, expand or modify one of the descriptions provided.

Occupancy-use of space: A list of primary uses of a building space is provided on the form. Please provide your best estimate of the percentage of the total square footage by type of use. "Other" categories could include Hospitals, Armories, Hangars, Stores, Parking Terraces, Farms, Greenhouses, Penal Institutions, Weigh Stations, Restrooms, etc.)

Is woodworking performed? Do you build furniture or other wooden objects in your facility or have woodworking equipment?

Is there a dust collection system? If woodworking is performed, do your planers, band saws, jointers, radial or belt saws or other woodworking equipment have a dust collection system to collect the sawdust?

Is spray painting performed? Do you perform painting with oil-based paints or spray paints with flammable thinners?

Are flammables stored? Do you store flammable materials in excess of 10 gallons in your building?

Is welding performed in the building? Do you perform any acetylene or arc welding or cutting in your buildings?

Building Condition: Excellent condition is generally reserved for historic buildings or buildings with ornate details, such as some court buildings. Most state buildings should be considered Good condition. When deciding whether to report the building as in Poor condition, consider the following: the roof, equipment such as the boiler, the intended use to which the building was designed vs. the present use of the building, its ability to resist a seismic event, maintenance record, condition of the building's fire protection system, and the condition of the building's plumbing and electrical systems.

Square Footage – all floors: List the gross square footage of all the floors in the building, including additions. This should be the outside measurement, if possible.

Construction Year: The year of original construction. If you don't know, please indicate the approximate date. If the building was built prior to 1950 and you don't have any additional information, please write "prior to 1950."

Ownership: Identify the ownership of the building as either
S for a state owned building or
L for a leased building

Type: Identify the type of building use as either
G for state government facility,
S for school district not including state colleges,
U for state colleges and universities,
Q for all facilities other than those listed above.



EXPLANATIONS FOR COMPLETING RISK MANAGEMENT'S BUILDING SURVEY FORM CONT.

Status: Identify the status of the building, if applicable

N for not in use, abandoned or obsolete,

O for a leased building with an option to buy,

A for an auxiliary building where the maintenance costs are financed through an internal service fund.

Elevators: The number in your building (including both passenger and freight elevators.)

Floors: The number of floors which are below the ground floor level, the number of floors at grade or ground floor level and the number of floors above the ground or first floor level.

Is sprinkler system under at least an annual service contract? Do you inspect, test and maintain the sprinkler system annually or contract that work out?

Your estimate of total building value Please indicate your estimate of the value of the building (not including property) if it is available. (We will also estimate the value based on national averages for the same type of building and construction quality.) Indicate whether the value reported is Actual Cash Value as of today, if it is Replication cost (for historical buildings) or if the amount is based on some other method of calculation.

Alarms - smoke, heat, motion, door/window alarms, local, off-premises, or 24 hour watchman: Many types and combinations of alarm systems exist and may protect portions of buildings only. If you have intruder alarms protecting significant first floor areas then indicate such next to motion or door/window (contact alarms) as applicable. Off-premises refers to a signal being transmitted electronically to a central monitoring station attended 24 hours per day. Example of off-premises stations are ADT Company, Peak Company systems or in some cases, the local fire department if they accept such signals.

Do main gas / water supply lines have flexible connections? Flexible connections are those connections at the street level that could remain flexible in case of an earthquake, reducing the chances that the supply lines would rupture.