

**Division of Risk Management  
New Building/Property Update Form**

Agency: \_\_\_\_\_ Division: \_\_\_\_\_ Building Name: \_\_\_\_\_

Agency Bldg. #: \_\_\_\_\_ State Bldg. #: (will be provided by State Risk Management for new buildings) \_\_\_\_\_

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.

**Estimated Contents Value to be insured:** \$ \_\_\_\_\_ (Should include artwork with a combined value > \$5,000)

Should building be insured by Risk Management's calculated replacement value or agency reported value?

**Use Calculated Value** \_\_\_\_\_

**Use Agency Reported Value** \_\_\_\_\_ **Reported Value:** \$ \_\_\_\_\_

**Use of Building** – Select one that best describes the **primary** use of the building (see definitions on next page)

- |                      |                         |
|----------------------|-------------------------|
| _____ ARMORY         | _____ PENAL             |
| _____ DOCK           | _____ PICNIC SHELTER    |
| _____ DORM/APT       | _____ PRKTRC            |
| _____ FARM/SHED      | _____ PUMPSHED          |
| _____ GOV OFF        | _____ RELOCATABLE       |
| _____ GREENHOUSE     | _____ RESTAURANT        |
| _____ GROUP          | _____ RESTROOMS         |
| _____ HALLS          | _____ SCHOOL            |
| _____ HANGAR         | _____ SILO              |
| _____ HOSPITAL       | _____ SINGLE            |
| _____ ICE SKATING    | _____ STORE             |
| _____ LIBRARY/MUSEUM | _____ WHSHOP            |
| _____ OFFICE         | _____ OTHER (Describe): |

**Building Condition:** Poor \_\_\_ Good \_\_\_ Excellent \_\_\_

**Sq Footage-all floors:** \_\_\_\_\_ **Constr Yr:** \_\_\_\_\_ **Auxillary Sq Footage (Higher Ed Only):** \_\_\_\_\_

**Is Bldg. Fire-sprinkled?** Y \_\_\_\_\_ N \_\_\_\_\_

**Alarms: Smoke:** Y \_\_\_\_\_ N \_\_\_\_\_

**Do main gas / water supply lines have flexible connections?** Y \_\_\_\_\_ N \_\_\_\_\_

**Agency Bldg. # :** If you have a building number (or other identifier) you use for inventory purposes.

**Address:** All buildings must have a valid street address. If no address is available (building is part of a park or complex without individual addresses) please provide closest physical address available – ie main gate address.

**State Building Number:** This is the building number assigned by the Division of Risk Management for existing buildings.

**Construction Class:** Select the construction class that best describes your facility.

**Your estimate of contents to be insured:** Please indicate your estimate of the value of the contents of the building.

**Building Value:** Please indicate if the building should be insured based on State Risk Management’s calculated replacement value or based on your estimate of the value of the building. Calculated values will be adjusted each year based on inflation and cost of materials. Reported values will not change unless updated by the agency.

**Use of Building (Occupancy Code):** Select the use type that best describes the *primary function* of the building.

Use	Definition
ARMORY	A building where arms and military equipment is stored
DOCK	A fixed structure extending from shore into a body of water to which boats may be moored
DORM/APT	Residence halls or apartment buildings
FARM/SHED	Barn or other structure used for storage
GOVOFF	Courthouses, town meeting halls, community centers
GREENHOUSE	An enclosure used to control climatic conditions for growing plants
GROUP	Buildings used to provide convalescent care
HALLS	Buildings designed for mass seating and public performances
HANGAR	A closed structure to hold aircraft or spacecraft.
HOSPITAL	Buildings designed for medical/dental services with examination and treatment facilities
ICE SKATING	An indoor temperature controlled ice rink
LIBRARY/MUSEUM	Building used for the storage and/or display of books, art, or research materials
OFFICE	A building or other area where administrative work is done
PENAL	A building where individuals convicted of crimes or awaiting trial are confined
PICNIC SHELTER	A free standing structure that covers a gathering place in a public area
PRKTRC	A structure designed for parking vehicles in or on it
PUMPSHED	A building used to house a well or pump for pumping culinary or agricultural water
RELOCATABLE	A prefabricated structure that can be transported (excludes sheds - use FARM/SHED)
RESTAURANT	A building where meals are prepared and served on premise to the general public
RESTROOMS	A stand alone structure consisting of one or more toilets, sinks and/or shower facilities
SCHOOL	Buildings designed for teaching or other academic work
SILO	Above ground structure for storage of grain, hay or feed
SINGLE	Single family residence
STORE	Buildings where merchandise is available for purchase.
WHSHP	Buildings used for industrial or laboratory purposes

**Building Condition:** Excellent condition is generally reserved for new construction immediately after occupancy. Most state buildings should be considered Good condition. Poor condition, consider: 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.

**Auxiliary Square Footage (Higher Education Only):** Sq footage within the structure that is revenue generating or self-sustaining.

**Alarms - smoke:** Indicate only if these alarms are present and functioning.

**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