

# New Building/Property Update Form

Agency

Division

Building Name

Building # - - Risk Management will provide # for new State Buildings

Address

City

County

Zip

Construction Class:

A

B

C

D

S

-Class "A" buildings have fireproofed structural steel frames with reinforced concrete or masonry floors and roofs.

-Class "B" buildings have reinforced concrete frames and concrete or masonry floors and roofs.

-Class "C" buildings have masonry or concrete exterior walls, and wood or steel roof and floor structures, except for slab on grade.

-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.

-Class "S" buildings have frames, roofs, and walls of incombustible metal. This includes the pre-engineered metal buildings.

Estimated Contents Value to be Insured (Include artwork with a combined value > \$5,000):

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

Agency Reported Value

Calculated Value

Building Value:

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

If other - Please Describe:

Building Condition?

Is Bldg. Fire-Sprinkled?

Smoke Alarms?

Poor

Yes

Yes

Good

No

No

Excellent

Do Main Gas/Water supply lines have flexible connections?

SQ Footage - All Floors:

Construction Year:

Yes

No

Auxiliary Sq Footage (Higher Ed Only)

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

GOV OFF - 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.

Axillary 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