



BUILDING INSURANCE DATA FORM

DATE (MM/DD/YYYY)

PROJECT MANAGER	NAME	CONSTRUCTION PROJECT TYPE <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> EXISTING BUILDING WITH EXTERIOR ADDITION/ DELETIONS <input type="checkbox"/> EXISTING BUILDING WITH INTERIOR IMPROVEMENTS
	PHONE	
	EMAIL	
PROJECT NUMBER (MP, FI or UCF)		

BUILDING INFORMATION

BUILDING NO.	BUILDING NAME	PROJECT COSTS	
BUILDING STREET ADDRESS		HARD COSTS	SOFT COSTS
BUILDING CITY, STATE & ZIP		EQUIPMENT COSTS	OTHER COSTS (please define, if applicable)

BUILDING DATA

NUMBER OF STORIES	BASEMENT <input type="checkbox"/> NO <input type="checkbox"/> YES	SPRINKLERED <input type="checkbox"/> NO <input type="checkbox"/> YES, If yes, what %	OCCUPANCY
SQUARE FOOTAGE	1. ADDITION OR DELETION (excluding existing building)		3. TOTAL SQUARE FOOTAGE (previous plus addition/deletion)
	2. PREVIOUS (if existing building)		4. PROJECT SQUARE FOOTAGE (applies only to existing building projects with interior improvements)

**For New Buildings and Existing Buildings with Addition/Deletions answer Square Footage questions 1-3 ONLY.
For Existing Buildings with Interior Improvements answer Square Footage question 4 ONLY.**

EXTERIOR WALL CONSTRUCTION	1. TYPE
	2. SUBTYPE OTHER (if applicable)
ROOF SUPPORT CONSTRUCTION	1. TYPE
	2. SUBTYPE OTHER (if applicable)

ISO CONSTRUCTION CLASS	FIRE PUMP <input type="checkbox"/> NO <input type="checkbox"/> YES, If yes, what type:
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SECURITY (check all that apply)		
<input type="checkbox"/> Keypad/Keycard Entry	<input type="checkbox"/> Cameras	<input type="checkbox"/> Building Lock Down
<input type="checkbox"/> Police Drive-by	<input type="checkbox"/> Entry Security Station	

ALARM SERVICES	ALARM SYSTEMS
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FIRE SAFETY (check all that apply)		
<input type="checkbox"/> Smoke/Heat Alarms	<input type="checkbox"/> Local Annunciator	<input type="checkbox"/> Pull Stations

GENERATOR	<input type="checkbox"/> NO <input type="checkbox"/> YES	IF YES (answer below)	
		1. Manufacturer:	
		2. KW:	3. Gal:
			4. Fuel:

COMMENTS

COMPLETED BY	REPORTED TO Risk Management
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