BUILDING & CONTENTS FORM
STATE OFFICE OF RISK MANAGEMENT

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INSTRUCTIONS:

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND EMAIL BACK TO THE STATE OFFICE OF RISK MANAGEMENT USING THE INFORMATION ABOVE. COMPLETE ONE FORM FOR EACH BUILDING. IF YOU HAVE QUESTIONS ABOUT THE FORM, PLEASE CONTACT THE STATE OFFICE OF RISK MANAGEMENT.

CONTACT:

NAME

EMAIL

ADDRESS

CITY

ZIP CODE

PHONE

BUILDING INFORMATION:

DEPARTMENT

DIVISION

BUILDING NAME

AGENCY BLDG #

ADDRESS

CITY

STATE

ZIP CODE

BUILDING CONDITION

OCCUPANCY TYPE

STATE OWNED

YEAR BUILT

STORIES

TOTAL AREA

FLOOD ZONE

BASEMENT

CONSTRUCTION CLASS

Class	Frame	Floor	Roof	Walls
A	Structural steel columns and beams, fireproofed walls; masonry, concrete, plaster, or other combustible material	Concrete or concrete on steel deck; fireproofed	Formed concrete, precast slabs, concrete or gypsum on steel deck; fireproofed	Non-bearing curtain walls, masonry, concrete, metal and glass panels, stone
B	Reinforced concrete columns and beams; fire-resistant	Concrete or concrete on steel deck, fireproofed	Formed concrete, precast slabs, concrete or gypsum on steel deck; fireproofed	Non-bearing curtain walls, masonry, concrete, metal and glass panels, stone
C	Masonry or concrete load bearing walls w/wo pilasters, steel wood or concrete	Wood or steel floor joists or concrete slab on grade	Wood or steel joists with wood or steel deck. Concrete plank	Brick, concrete block or tile masonry, tilt-up, formed concrete, curtain walls
D	Wood or steel studs bearing wall; wood or steel frame. Primarily combustible	Wood or steel floor joists or concrete slab on grade	Wood or steel joists with wood or steel deck	Almost any material except masonry or concrete bearing or curtain walls; combustible
S	Metal beams, columns, girders, purlins, girts w/o fireproofing; incombustible	Wood or steel deck on steel floor joists, or concrete slab on grade	Steel or wood deck on steel joists	Metal skin or sandwich panels. Generally incombustible
FR	Fire Resistive	Fire Resistive	Fire Resistive	Fire Resistive
HT	Heavy Timber	Heavy Timber	Heavy Timber	Heavy Timber

DECK TYPE CHOOSE AN OPTION

ROOF TYPE CHOOSE AN OPTION

BOILER TYPE CHOOSE AN OPTION

BOILER SIZE

NUMBER OF BOILERS

LOCATION OF BOILER(S) AT FACILITY

BOILER INSPECTION DATE

HEATING CHOOSE AN OPTION

AIR CONDITIONED CHOOSE AN OPTION

PROPERTY WALKTHROUGH COMPLETED CHOOSE AN OPTION

PROPERTY WALKTHROUGH DATE

WALKTHROUGH COMPLETED BY

PHONE

BUILDING HAZARDS:

AUTOMOTIVE REPAIR CHOOSE AN OPTION

CHEMICALS CHOOSE AN OPTION

COMMERCIAL COOKING CHOOSE AN OPTION

EXPLOSIVES/BLASTING CHOOSE AN OPTION

FLAMMABLE LIQUIDS CHOOSE AN OPTION

GASES CHOOSE AN OPTION

HAZARDOUS MATERIALS CHOOSE AN OPTION

LABORATORIES CHOOSE AN OPTION

L.P. GAS CHOOSE AN OPTION

PAINTING CHOOSE AN OPTION

POISONS CHOOSE AN OPTION

RADIATION CHOOSE AN OPTION

SHOPS (MECH/WOOD) CHOOSE AN OPTION

WELDING CHOOSE AN OPTION

MISC.

NO HAZARDS CHOOSE AN OPTION

BUILDING PROTECTIONS:

BURGLAR ALARM CHOOSE AN OPTION

SECURITY CAMERAS CHOOSE AN OPTION

SMOKE DETECTORS CHOOSE AN OPTION

SPRINKLER SYSTEM CHOOSE AN OPTION

TYPE OF SPRINKLER CHOOSE AN OPTION

PERCENT SPRINKLED

INSPECTION DATE

INSPECTD BY

FIRE ALARM CHOOSE AN OPTION

INSPECTION DATE

INSPECTED BY

VALUES:

BUILDING VALUE

CONTENTS VALUE

ELECTRONIC DATA EQUIPMENT VALUE

LIBRARY VALUE

BUSINESS INTERUPTION VALUE

FINE ART VALUE