

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

ROOF TYPE

BOILER TYPE

BOILER SIZE

NUMBER OF BOILERS

LOCATION OF BOILER(S) AT FACILITY

BOILER INSPECTION DATE

HEATING

AIR CONDITIONED

PROPERTY WALKTHROUGH COMPLETED

PROPERTY WALKTHROUGH DATE

WALKTHROUGH COMPLETED BY

PHONE

BUILDING HAZARDS:

AUTOMOTIVE REPAIR

CHEMICALS

COMMERCIAL COOKING

EXPLOSIVES/BLASTING

FLAMMABLE LIQUIDS

GASES

HAZARDOUS MATERIALS

LABORATORIES

L.P. GAS

PAINTING

POISONS

RADIATION

SHOPS (MECH/WOOD)

WELDING

MISC.

NO HAZARDS

BUILDING PROTECTIONS:

BURGLAR ALARM

SECURITY CAMERAS

SMOKE DETECTORS

SPRINKLER SYSTEM

TYPE OF SPRINKLER

PERCENT SPRINKLED

INSPECTION DATE

INSPECTD BY

FIRE ALARM

INSPECTION DATE

INSPECTED BY

VALUES:

BUILDING VALUE

CONTENTS VALUE

ELECTRONIC DATA EQUIPMENT VALUE

LIBRARY VALUE

BUSINESS INTERRUPTION VALUE

FINE ART VALUE