DOA - State Property Office & DOI - Risk Management

Property Reporting Form

(Dual Reporting for DOA and DOI)

Department or University       Division

Department/Division #       Complex #  -   -     Asset #      (if assigned)

Building Name       Street Address

City       County       Zip Code      -

(Please provide zip code for the building location, not for the mailing address)

Latitude       Longitude       (Units: Decimal Degrees)

Your Name       Phone # (   )    -     Ext      Email

New Building  Acquisition  Renovation  Addition  Lease  Demolished

(Check appropriate category. If more than one category is checked, please explain)

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New Building: Date Accepted by State       Year Constructed      Construction Cost $

(m/d/y)

Acquisition: Date of Acquisition       Year Constructed      Acquisition Cost $

(m/d/y)

Method of Acquisition (check method) Construction  Purchase  Lease/Purchase

Condemnation  Donation  Transfer  Other

Renovation: Date of Acceptance       (m/d/y) Renovation Cost

Renovation Type (check type) Add space  Reduce Space  Expanded Rooms None

Increased Gross Sq. Ft.       Decreased Gross Sq. Ft.

Increased Net Sq. Ft.       Decreased Net Sq. Ft.

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Main Use(s) of Building

(e.g., office, dormitory, automobile maintenance, furniture storage, produce sales, laboratory, etc.)

Building Occupants

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Gross Sq. Ft.       Net Sq. Ft.       National Register of Historic Places: Yes  No

Total # of Floors     Floors Above Ground     Floors Below Ground

Fire Alarm: Yes  No  Fire Sprinkler System: Yes  No  Flood Zone

(e.g., A, A1, B, C, V, X, etc.)

Fire Department or Fire District (providing primary response)

Heat System Forced Air  Steam  Hot Water  Resist  None  Space Heater

Heating Fuel Electric  Gas  Fuel Oil  Coal  Wood  Solar  Other

A/C System Chiller  Central  Window  None

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Roof Construction

Floor Construction

Exterior Wall Construction

I n s u r a n c e C o v e r a g e

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept/Div # | Coverage For  (Bldg or Conts) | Funding  (Gen. or Spec.) | Type of Coverage  (Fire, EC, VMM, “All Risk”(Special), “All Risk” (Computers/Misc), etc.) | Replacement Value ($) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Send a copy to DOA - State Property Office & DOI - Risk Management

Dept. of Administration - State Property Office**,** 1321 Mail Service Center, Raleigh, NC 27699-1321 or e-mail: [John.Cox@doa.nc.gov](mailto:John.Cox@doa.nc.gov)

Dept. of Insurance – Risk Management Division, P. O. Box 26387, Raleigh, NC 27611-6387 or e-mail: [Pat.Howell@ncdoi.gov](mailto:pat.howell@ncdoi.gov)