

Property Insurance Reporting Policy

PURPOSE

Losses to the buildings and contents owned by the University are covered for the perils of fire, lightning, windstorm, hail, explosion, flood, water damage, business interruption and many other types of risk. The purpose of this document is to establish a uniform way to report new or renovated buildings to the Risk Management Department so the property can be placed on the University's property insurance policy.

TO OBTAIN PROPERTY COVERAGE FOR NEW BUILDINGS:

The Project Manager must send Risk Management the accompanying form (via email to EUdoh@uh.edu) 30 days before the project is complete or building is acquired so the property can be insured on the University's property insurance policy:

A. General Information:

1. Building Name and Building Number
2. Anticipated/Actual Completion Date
3. Type of construction
4. Building Address
5. Use of the Building
6. Total Structure Square Footage
7. Number of Stories (not including basements)
8. Is there a basement?
9. Replacement Cost of building and contents
10. Is the structure Sprinkled?
11. Describe the Fire Alarm system, detection and notification
12. Describe the Security System

B. Secondary Characteristics:

1. What is the roof type, roof shape, how is the roof anchored to the building, is there equipment on the roof
2. Describe ornamentation is on the outside of the building
3. What material is the cladding
4. Are there carports, canopies or over hangs
5. Describe protection of ground level equipment
6. What is the design of the windows
7. Describe potential "wind missiles" near the building

TO REPORT CHANGES TO RENOVATED BUILDINGS:

Renovations resulting in a change in the building's occupancy (usage), square footage, replacement value of contents (not physically attached to building) or replacement value of the building should be reported to Risk Management within 30 days of the change as follows:

1. Building Name and Building Number
2. Purpose/Details of renovation
3. Anticipated/Actual Completion Date
4. Replacement Cost of building and contents

PROPERTY INSURANCE REPORTING

REQUEST FROM:

Name:	Title:	
E-mail:	Phone:	Fax:

PROPERTY INFORMATION:

Building Name:				Building Number:	
Building Address:	Street: City:	State:	Zip:	Completion Date:	
Building Construction: Frame Masonry Fire resistive Other: _____					
Approx. size:	sq. ft.	No. of stories (excluding basements):		Basement:	Yes No
Use of Building:				Distance to Hydrant	ft.
Replacement cost of bldg.:		Replacement cost of contents:		Sprinklers?	Yes No

Description of the fire alarm system, detection, and notification:

Description of the security system:

What is the roof type and roof shape? How is the roof anchored to the building? Is there equipment on the roof?

Description of ornamentation on the outside of the building:

What material is the cladding?

Are there carports, canopies or over hangs?

Description of protection of ground level equipment:

Description of window designs:

Description of potential "wind missiles" near the building: