



## 1407.1.1f - DOA/State Property Office & DOI/Risk Management Property Reporting Form (Dual Reporting for DOA and DOI)

<b>Department or University</b>		<b>Division</b>		<b>Date</b>	
<b>Department/Division #</b>		<b>Complex # - -</b>		<b>Asset #</b> <small>mm/dd/yyyy (if assigned)</small>	
<b>Building Name</b>			<b>Street Address</b>		
<b>City</b>	<b>County</b>	<b>Zip Code</b>	<b>-</b>	<b>Latitude</b>	<b>Longitude</b>
<small>(Provide zip code for the building location, not for the mailing address)</small>				<small>(Use Decimal Format for Latitude &amp; Longitude)</small>	
<b>Your Name</b>		<b>Phone # ( ) -</b>		<b>Ext. Email</b>	
<b>New Building</b> <input type="checkbox"/>	<b>Acquisition</b> <input type="checkbox"/>	<b>Renovation</b> <input type="checkbox"/>	<b>Addition</b> <input type="checkbox"/>	<b>Lease</b> <input type="checkbox"/>	<b>Demolished</b> <input type="checkbox"/>
<b>Contents Update</b> <input type="checkbox"/>		<small>(Check appropriate category)</small>			
<b>New Building:</b>		Date Accepted by State <small>mm/dd/yyyy</small>		Year Constructed	
				Construction Cost \$	
<b>Acquisition:</b>		Date of Acquisition <small>mm/dd/yyyy</small>		Year Constructed	
		Method of Acquisition (check method)		Acquisition Cost \$	
		<input type="checkbox"/> Construction		<input type="checkbox"/> Purchase	
		<input type="checkbox"/> Condemnation		<input type="checkbox"/> Donation	
				<input type="checkbox"/> Lease/Purchase	
				<input type="checkbox"/> Transfer	
				<input type="checkbox"/> Other	
<b>Renovation:</b>		Date of Acceptance		Renovation Cost	
		Renovation Type (check type)		<input type="checkbox"/> Add space	
				<input type="checkbox"/> Reduce Space	
				<input type="checkbox"/> Expanded Rooms	
				<input type="checkbox"/> None	
		Increased Gross Sq. Ft.		Decreased Gross Sq. Ft.	
		Increased Net Sq. Ft.		Decreased Net Sq. Ft.	
<b>Main Use(s) of Building</b> <small>(e.g., office, dormitory, automobile maintenance, furniture storage, produce sales, laboratory, etc.)</small>					
<b>Building Occupants</b>					
<b>Gross Sq. Ft.</b>		<b>Net Sq. Ft.</b>		<b>National Register of Historic Places:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Total # of Floors</b>		<b>Floors Above Ground</b>		<b>Floors Below Ground</b>	
<b>Fire Alarm:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Fire Sprinkler System:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Flood Zone</b> <small>(e.g., A, A1, B, C, V, X, etc.)</small>	
<b>Fire Department or Fire District</b> (providing primary response)					
<b>Heat System</b>		Forced Air <input type="checkbox"/>		Steam <input type="checkbox"/>	
		Hot Water <input type="checkbox"/>		Resist <input type="checkbox"/>	
		None <input type="checkbox"/>		Space Heater <input type="checkbox"/>	
<b>Heating Fuel</b>		Electric <input type="checkbox"/>		Gas <input type="checkbox"/>	
		Fuel Oil <input type="checkbox"/>		Coal <input type="checkbox"/>	
		Wood <input type="checkbox"/>		Solar <input type="checkbox"/>	
		Other <input type="checkbox"/>			
<b>A/C System</b>		Chiller <input type="checkbox"/>		Central <input type="checkbox"/>	
		Window <input type="checkbox"/>		None <input type="checkbox"/>	
<b>Roof Construction</b>					
<b>Floor Construction</b>					
<b>Exterior Wall Construction</b>					

### Insurance Coverage

Dept/Div #	Coverage For (Bldg or Confs)	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 **AND** DOI - Risk Management  
Dept. of Administration - State Property Office, 1321 Mail Service Center, Raleigh, NC 27699-1321 **or** john.cox@doa.nc.gov  
Dept. of Insurance - Risk Management Division, 1202 Mail Service Center, Raleigh, NC 27699-1202 **or** pat.howell@ncdoi.gov