

**PROPERTY INSURANCE
NEW LOCATION QUESTIONNAIRE**

(To be completed by the Facilities Engineer, or other authorized person, for each new location.)

I. GENERAL INFORMATION:

Campus: _____

Auxiliary (if applicable): _____

Location Address: _____

Site Description Name (if applicable): _____

Building / Location Name: _____

SFDB Number*: _____

**Number is based on Capital Planning Design and Construction (CPDC)'s Space and Facilities Database (SFDB) Management System*

Local Contact: _____

Telephone Number: _____

Desired Date for Coverage to be Effective: _____

Is this a bond-funded building? If so, what type (DRF, PWB): _____

Who owns the building? _____

Is there a written agreement in place outlining who is required to insure the building? _____

*Is coverage currently under BRIP to be moved to Property Program? YES NO NOT APPLICABLE
If yes, please provide the Notice of Completion or Notice of Occupancy for our record.*

II. CONSTRUCTION INFORMATION:

Year Built: _____ Number of Stories: _____ Square Footage: _____

Lot Size: _____ Flood Zone: _____

Construction: _____

III. OCCUPANCY:

Building Description: _____

Occupancy Type/Code*: _____

**See Attachment A for option/selection*

Estimated # of Employee(s) Occupied: _____

If Arenas / Auditorium / Stadium, please provide the number of Seats: _____

If Dormitories / Student Housing, please provide the number of Occupancy / Beds: _____

IV. FIRE PROTECTION: *Check availability of Fire Protection Features.*

Fire Extinguishers: No Yes
Automatic Sprinklers: No Yes If yes please provide: _____ %
Fire Hose: No Yes
Waterflow Alarm: No Yes
Fire Hydrants: No Yes No. within 500 feet: _____
Heat or Smoke Detection: No Yes
Fire Department Response: _____ Distance: _____ miles

Describe any other fire protection features (such as a large body of water nearby, that can be used by Fire Department pumps, etc.):

V. EXPOSURE:

_____ (Distance from adjacent buildings/exposures and/or other tenants.)

VI. TOTAL INSURABLE VALUES: (*Inventory at Selling Price, all other property at Replacement Cost*):

Building (excl. Land): \$ _____ (Note: New building should be hard costs value only)
Leasehold Improvements: \$ _____
Contents incl. Machinery & Equipment, Furniture/Fixtures: \$ _____
Inventory: \$ _____
Business Interruption / Rent: \$ _____

VII: ADDITIONAL NOTES / COMMENTS (IF APPLICABLE):

Example: Request deductible options under Campus 86 or Campus 99; new building construction & coverage move from builder risk to property program; etc.

Please return this form to:
Email: Van Rin - vrin@alliant.com and/or
Email: Yvonne Killian - yvonne.killian@alliant.com
Fax: (415) 874-4810

**ATTACHMENT A
OCCUPANCY TYPE OPTIONS:**

Code	New Description
HANGARSTOR	AIRPORT HANGARS (STORAGE)
HANGART	AIRPORT HANGARS (T-HANGARS)
HANGARMNT	AIRPORT HANGERS (MAINTENANCE)
AIRPORTS	AIRPORT TERMINALS (PASSENGER)
ANIMALSHEL	ANIMAL SHELTERS (KENNELS)
APARTMENTS	APARTMENTS
ARENASFARM	ARENAS (FARM ARENAS)
ARENASOUT	ARENAS (INDOOR)
HOAUDITOR	AUDITORIUMS
VEHICLEMNT	AUTOMOTIVE SERVICE CENTERS
BANKS	BANKS (BRANCH)
BANQUETHAL	BANQUET HALLS
BARNS	BARNS - GENERAL PURPOSE (INCLUDING STALLS AND STABLES)
BARNSDAIRY	BARNS - SPECIAL PURPOSE (INCLUDING DAIRY)
BARS	BARS/TAVERNS
BATHOUSES	BATH HOUSES
BOWLING	BOWLING CENTERS
BRIDGES	BRIDGES
BUSSES	BUSSES
CAFETERIA	CAFETERIAS
CARWASHAUT	CAR WASH (AUTOMATIC)
CARWASHDRV	CAR WASH (DRIVE-THRU)
CARWASHSLF	CAR WASH (SELF-SERVE)
CARPORTS	CARPORTS
CASINOS	CASINOS
CEMENTPLAN	CEMENT PLANTS
CHURCHES	CHURCH SANCTUARIES (CHAPELS)
CHURCHWSCH	CHURCHES WITH SUNDAY SCHOOLS
COGENPWR	CO. GEN/POWER GENERATION FACILITIES
COMMUNCH	COMMUNITY CENTERS/CLUB HOUSES
COMMUNREC	COMMUNITY RECREATION CENTERS
CONSTTRAIL	CONSTRUCTION TRAILERS
CONVSTORS	CONVENIENCE STORES
CONVENTION	CONVENTION CENTERS
COURTS	COURTS
CRANES	CRANES (BOOMS 50' OR LESS)
CRANESOV50	CRANES (BOOMS 50' OR MORE)
DAMSEARTH	DAMS - EARTHEN NON-POWER GENERATING
DAMSNONPOW	DAMS - NON POWER GENERATING (OTHER)
DAMSPOWER	DAMS - POWER GENERATING
DAYCARE	DAY CARE/CHILD CARE/HEAD START
EDP	EDP
THEATREAMP	ENTERTAINMENT - AMPITHEATERS
THEATRE	ENTERTAINMENT - THEATERS (CINEMA)
THEATRELIV	ENTERTAINMENT - THEATERS (LIVE-STAGE)
EQUIPMENT	EQUIPMENT
EQUIPLEASE	EQUIPMENT LEASED FROM OTHERS
EQUIPSHOPS	EQUIPMENT SHOPS (LIGHT COM'L)

Code	New Description
FIELDHOUSE	FIELDHOUSES
FIELDSREC	FIELDS - RECREATIONAL
FINEARTS	FINE ARTS
FIRE	FIRE STATIONS (STAFFED)
FIREOL	FIRE STATIONS (VOLUNTEER)
FITNCENTEC	FITNESS CENTERS
GARAGE	GARAGES (MUNICIPAL SERVICE)
GARAGERES	GARAGES (RESIDENTIAL DETACHED)
GARAGES	GARAGES (SERVICE/REPAIR)
GASSTATMM	GAS STATION MINI MARTS
GASSTATION	GAS STATIONS
GOLFCARTTO	GOLF CART STORAGE
GOLFCARTS	GOLF CARTS
GOLFCOURSE	GOLF COURSES
GRNHOUSCOM	GREENHOUSES (COMMERCIAL-INSTITUTIONAL)
HABITACOTT	HABITATIONAL - COTTAGES
HABITAMANF	HABITATIONAL - MANUFACTURED HOMES
HABITAMOBH	HABITATIONAL - MOBILE HOMES
HABITAMULF	HABITATIONAL - MULTIPLE FAMILY DWELLINGS
HABITASENI	HABITATIONAL - SENIOR HOMES
RESIDENT	HABITATIONAL - SINGLE FAMILY DWELLINGS
OUSESTSEWN	HABITATIONAL - TOWNHOUSES
HOTELS	HOTELS (FULL SERVICE)
INLANDMARS	INLAND MARINE - SCHEDULED
INLANDMARU	INLAND MARINE - UNSCHEDULED
LABS	LABORATORIES
LANDFILL	LANDFILLS
LAUNDROMAT	LAUNDROMATS
JAIL	LAW ENF - JAILS (CORRECTIONAL FACILITIES)
POLICEJAIL	LAW ENF - JAILS/POLICE STATIONS
POLICE	LAW ENF - POLICE STATIONS
PRISON	LAW ENF - PRISON & CORRECTIONAL FACILITIES
LIBRARY	LIBRARIES (PUBLIC)
LODGES	LODGES
MAINBUILB	MAINTENANCE BUILDINGS
MANUFMETAL	MANUFACTURING (HEAVY INDUSTRIAL)
MANUFNOMET	MANUFACTURING (LIGHT INDUSTRIAL)
HOZACCUTE	MEDICAL - ACCUTE CARE
HOZASSISTL	MEDICAL - ASSISTED LIVING (ELDERLY RESIDENCES)
HOZCANCERC	MEDICAL - CANCER CENTERS
HOZCHEM	MEDICAL - CHEMICAL DEPENDANCE
HOZURGENT	MEDICAL - CLINIC/DISPENSARIES (URGENT CARE HOSPITAL)
HOZDENIST	MEDICAL - DENTISTS
HOZDONATED	MEDICAL - DONATED PROPERTY (OTHER)
HOSPITAL	MEDICAL - HOSPITALS (GENERAL)
HOZDIAGRAD	MEDICAL - HOSPITALS (OUTPATIENT/SURGICAL)
HOZMAINTEN	MEDICAL - MAINTENANCE BUILDINGS
HOZMEDOFF	MEDICAL - MEDICAL OFFICE BUILDINGS
HOZMULUSE1	MEDICAL - MULTIPLE USE
HOZMULUSE2	MEDICAL - MULTIPLE USE 2
HOZOFFMOD	MEDICAL - OFFICE (MODULAR/RELOCATABLE)
HOZOUTPAT	MEDICAL - OUTPATIENT/COUNSELING
HOZPAINMGM	MEDICAL - PAIN MANAGEMENT

HOZRESEARC	MEDICAL - RESEARCH, CLINICAL/BENCH
HOZSKILLNU	MEDICAL - SKILLED NURSING FACILITY
HOZHERRAD	MEDICAL - THERAPEUDIC RADIOLOGY
MORTUARIES	MORTUARIES
MOTEL	MOTELS
MUSEUM	MUSEUMS
NURSINGHOM	NURSING HOMES (CONVALESCENT HOSPITALS)
OFFICE	OFFICE
GOVBLDGOTH	OFFICE (GOVERNMENT)
OFFICERELO	OFFICE (RELOCATABLE)
ORDPAYROLL	ORDINARY PAYROLL
OTHER	OTHER OCCUPANCY
PARKINGSTR	PARKING STRUCTURES (PARKADES)
PARKINGUND	PARKING STRUCTURES (UNDERGROUND)
PARKS	PARKS & RECREATION
PARKSHELTP	PARKS & RECREATION - SHELTERS AND PAVILIONS
PARKSSPORT	PARKS & RECREATION - SPORTS COMPLEX
PAVILION	PAVILIONS
PIERS	PIERS/WHARVES/DOCKS NOT ASSOCIATED WITH A PORT
PIPING-AG	PIPING - ABOVE GROUND
PIPING-BG	PIPING - BELOW GROUND
PIPING-OF	PIPING - OUTFALL
PORTS	PORTS - ASSOC. PROPERTY EXCLUDING PIERS, WHARVES, DOCKS
POSTNC	POST OFFICE (BRANCH)
POSTOFFBRA	POST OFFICE (MAIN)
POSTOFMAIN	PROPERTY IN THE OPEN
RECYCLE	RECYCLING FACILITIES
RENTALREIM	RENTAL REIMBURSEMENT
RESTAURANT	RESTAURANTS
RESTROOM	RESTROOMS
RETAIL	RETAIL STORES
RETAILTIRE	RETAIL TIRE STORES
SAWMILLNEW	SAW MILLS
SAWMILLOLD	Saw Mills - Old
SCHOOL	SCHOOLS - ADMIN/OFFICE BUILDINGS
STUDENTDIN	SCHOOLS - CAFETERIA/DINING
CLASSRMCOL	SCHOOLS - CLASSROOMS (COLLEGES/UNIVERSITIES)
CLASSROOMS	SCHOOLS - CLASSROOMS (GENERAL EDUCATION)
CLASSLAB	SCHOOLS - CLASSROOMS (LABORATORY)
CLASSRELO	SCHOOLS - CLASSROOMS (RELOCATABLE/MODULAR)
STUDENTHOU	SCHOOLS - DORMITORIES (INCLUDING COLLEGES/UNIVERSITIES)
GYMS	SCHOOLS - GYMNASIUMS
SCHOOLSPOR	SCHOOLS - SPORTS COMPLEX
UNIVERSITY	SCHOOLS (COLLEGES/UNIVERSITIES)
SCHOOLELEM	SCHOOLS (ELEMENTARY SCHOOLS)
SCHOOLHIGH	SCHOOLS (HIGH SCHOOLS)
SCHOOLMIDL	SCHOOLS (MIDDLE SCHOOLS)
SCHOOLSPEC	SCHOOLS (SPECIAL EDUCATION)
SCHOOLVOC	SCHOOLS (VOCATIONAL)
SHOPCTRCOM	SHOPPING CENTERS (COMMUNITY)
SHOPCTRNEI	SHOPPING CENTERS (NEIGHBORHOOD)
SHOPCTRREG	SHOPPING CENTERS (REGIONAL)
SHOWERBLDG	SHOWER ROOM BUILDINGS
TRAFSIGNLT	SIGNS, STREET LIGHTS, TRAFFIC SIGNALS, FENCING, ETC.

SNACKBARS	SNACK BARS/CONCESSION STANDS
SOLARPANEL	SOLAR PANELS
STADIUM	STADIUMS
STORBOATS	STORAGE (BOATS)
STORAGE	STORAGE FACILITIES - UNDER 20,000 FT2
STORAGCOLD	STORAGE FACILITIES (COLD STORAGE)
STORAGMODU	STORAGE SHED (MODULAR)
STORAGPREF	STORAGE SHED (PREFABRICATED)
SUPERMKT	SUPERMARKETS/GROCERY STORES
SWIMPOOLS	SWIMMING POOLS
TENNISINDO	TENNIS CLUBS (INDOOR)
TOOLS	TOOLS
TOOLSHEDS	TOOLSHED BUILDINGS
TRANSFER	TRANSFER STATIONS
TRANSDEPOT	TRANSPORTATION DEPOTS
TRANSSHLTR	TRANSPORTATION SHELTERS
TUNNELS	TUNNELS
UNKNOWN	UNKNOWN OCCUPANCY
POWERPLANT	UTILITIES/POWER PLANTS
UTILITYLIT	UTILITY BUILDINGS (LIGHT COMMERCIAL)
VACANTBLDG	VACANT BUILDINGS
VACANTLAND	VACANT LAND
VEHICLES	VEHICLES
VISITCENTE	VISITOR CENTERS
WAREHOUSE	WAREHOUSES (DISTRIBUTION)
WAREHSSTOR	WAREHOUSES (STORAGE)
WASTWTRLFT	WASTEWATER/SEWER PUMP LIFT STATIONS & EQUIPMENT
WASTWTRTMT	WASTEWATER/SEWER TREATMENT PLANTS & EQUIPMENT
WATERTMT	WATER TREATMENT
WATERCRAFT	WATERCRAFT
WHARVES	WHARVES AND DOCKS