

**INSTRUCTION SHEET FOR COMPLETING
“INSURANCE VALUATION FORM FOR PROPERTY”**

Complete the “Insurance Valuation Form for Property” for all contracts relating to newly constructed or newly acquired University buildings. This form must be submitted within sixty (60) days after Final Completion.

ITEM NO.

1. Check one of these boxes when the University is constructing a new building or has acquired an existing building.
2. Provide the Campus or Laboratory location.
3. Provide the asset number assigned to the building. If not available when completing this form, indicate that it will be submitted later.
4. Provide the name of the building.
5. Provide the address or physical location of the building.
6. Describe basic use of the building (e.g., housing, academic, etc.).
7. Provide gross outside square footage and assignable square footage.
8. Provide type of construction – fire-resistive requirements (i.e., Type I, II, III, IV, or V).
9. Provide date of acceptance (i.e., the date Notice of Completion is filed).
10. Provide date of beneficial occupancy (i.e., the date University occupies the building).
11. Provide the year the building was built (if a building acquisition).
12. Provide the number of stories in the building.
13. Complete all available information relating to the construction or acquisition cost of the building.
14. This section will be completed by The Office of Risk Management to determine the insurable value of the construction or addition of the building.
15. Total #1 to #10 under the above item no. 13. For newly constructed buildings.
16. Total #1 to #10 under the above item no. 13. For newly acquired buildings or provide the appraisal or replacement cost.
17. Send the original form to:
 - 1) Office of the President
Office of Risk Management
1111 Franklin Street, 10th Floor
Oakland, CA 94607-5200Send copies to:
 - 1) Aon Risk Services, Inc.
199 Fremont Street, 14th Floor
San Francisco, California 94105
 - 2) Campus/Laboratory Risk Management Office