

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

Project Name Code # Item #

City County Zip Code - Date

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

Your Name Phone # () - Ext Email

New Building Acquisition Renovation Addition Lease Demolished

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

New Building: Date Accepted by State (m/d/y) Year Constructed Construction Cost \$

Acquisition: Date of Acquisition (m/d/y) Year Constructed Acquisition Cost \$

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

Description of Renovation Scope

Increased Gross Sq. Ft. 0 Decreased Gross Sq. Ft. 0
 Increased Net Sq. Ft. 0 Decreased Net Sq. Ft. 0

Main Use(s) of Building

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

Building Occupants

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

Roof Construction

Floor Construction

Exterior Wall Construction

Insurance Coverage

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 (\$)
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cc: Dept. of Administration – State Property Office, 1321 Mail Service Center, Raleigh, NC 27699-1321
 Dept. of Insurance – Risk Management Division, PO Box 26387, Raleigh, NC 27611-6387
 Sandra Redmond, UNCG Business Affairs
 Karen Stevenson, UNCG Accounting Services
 Elaine Ayers, UNCG Purchasing