

University of Missouri System



Guidelines for FY 2019 Facilities Inventory Report And FY 2021 Annual Property Insurance Reporting

Table of Contents

1.0	Introduction.....	2
2.0	Inventory Data Collection.....	2
3.0	Inventory Reporting Submittal Schedule	4

1.0 Introduction

These guidelines are for the development of reporting of the facilities and infrastructure for all University of Missouri's campuses. The data collected will be used to generate two reports, Facility Inventory Report and the Property Insurance Report.

2.0 Inventory Data Collection

The campus is responsible for keeping an accurate list of the buildings and facilities. At the end of each fiscal year, the campus will calculate the replacement value for each building and facility located at each campus. Each campus will submit their inventory data to the system office in Microsoft Excel format. The system office will compile the information for two reports. The first is an inventory report which will be published on the website and the replacement values will be used for budgetary purposes. The second report is a building detail list that will be submitted for the University's insurance program to ensure that every facility is captured appropriately.

2.1 Facility Inventory Report

The facility inventory report is an annual reporting of the buildings the University of Missouri owns at the end of each fiscal year (**June 30, 2019**). The report will include the following information:

1. Building Name
2. Building No
3. Function Description
4. Gross Square Footage (GSF)
5. Replacement Cost
6. Cost per GSF
7. Year of Construction
8. Education & General (E&G) (Y or N) – if a building is split, please list the building twice with the information for both E&G and Non-E&G

2.2 Property Insurance Report

The Property Insurance Report is an annual review of our insurance coverage to verify that all facilities and infrastructure (real property) that the University of Missouri **owns as of the report's due date (November 1, 2019) or anticipate owning prior to the new policy year effective July 1.**

- This includes any structures that are not occupied but should be insured. If a structure is not on the report, it will not be insured during the policy year 07/01/20 to 06/30/21.
- The insurance company has provided a format that must followed, please be consistent in how these details are entered.
- Please do not delete ones that should be removed, just change the value and square footage to 0 and add a note/comment such as razed (date).
- If information is not submitted by the date listed above, last year's information will be inflated by the insurance carrier's recommended percentage. Please note, using last year's report may leave some structures uninsured.
- Any change after this report has been finalized should be emailed to JoAnne Flowers (flowersj@umsystem.edu) as soon as possible to keep the insurance coverage current throughout the year.

List of Required Fields:

1. Insurance Carrier ID Number (Formerly Building Sequence No.)
2. Exposure Type
3. Loc. No (Building number)
4. Campus (Columbia, Columbia – H, Columbia – S, Kansas City, Rolla, St. Louis)
5. Building Name
6. Address
7. Address 2 (for grouping such as Athletics, x Farm, etc.; if you don't use the group, should be same as campus)
8. City (Initial Cap)
9. State (All CAP)
10. Zip
11. Latitude
12. Longitude
13. Function/Occupancy
14. Building Replacement Value
15. Fine Arts
16. Library Values
17. Other
18. Contents & Infrastructure
19. Business Interruption
20. Total Values
21. Additional Notes and Comments
22. Year Constructed
23. Area (GSF)

**information comes from other sources*

2.3 Infrastructure

Infrastructure values, not already included in a structure value, need to be captured for insurance coverage. Each year a request for this information has been sent out to other sources for the information. Beginning this year, the requests for renewal information for real property, structures and infrastructure will be combined. The overview of information requested is as follows:

Please review the list below and provide the replacement value by applicable type:

- *Steam – (does not need to be broken out by trenches, tunnels or direct buried)*
 - *Distribution (the nominal lineal feet and cost per foot)*
 - *Plants*
- *Domestic Water – (does not need to be specific to pipe size)*
 - *Distribution (the nominal lineal feet and cost per foot)*
 - *Plants*
- *Chilled Water – (does not need to be specific to pipe size)*
 - *Distribution (the nominal lineal feet and cost per foot)*
 - *Plants*
- *Electric –*
 - *Substations (not already included in the your building schedule)*
- *Natural gas –*
 - *Distribution (the nominal lineal feet and cost per foot)*
- *Geothermal system*
- *Wind turbine*
- *Storm Systems*
- *Sanitary Sewer System*
- *Streets*
- *Sidewalks*
- *Surface Lots*

3.0 Inventory Reporting Submittal Schedule

Upon the submission of the data from each campus to the System's office, the System's office will generate system wide reports. All data must be submitted to FPD and RIM by **November 1, 2019**. RIM will submit the finalized data to the Vice Chancellor for each campus. Please use the comparison reports located on the dashboard (http://operations-webapps.missouri.edu/cf_apps/rcv/login.html) to identify any discrepancies from the previous year.

If information is not submitted by the date listed above, last year's information will be inflated by the insurance carrier's recommended percentage. Please note, using last year's report may leave some structures uninsured.

1. Facility Inventory Report
2. Property Insurance Report