

Property Data Chart

General Description of the Building/Property:

Type of Construction:

When was the property built?

Has the property had an asbestos survey, if so when?

What is the total square footage of the facility?

What is the square footage of office space?

Square footage of residential space (if any)?

Number of Floors:

How many employees in the facility?

If a residential building: How many residents/occupants?

Activities That Take Place in the Building:

Areas of Special Concern or Situations:

Are Hazardous or Flammable materials stored onsite?

General Loss History:

Site(s) of Previous Losses:

Number of Elevators & Locations:

Floor Plans Included? (Blueprints are ideal if readily available. Floor plans, evacuation plan drawings, etc. are also adequate.

Is there a Sprinkler System?

Mechanical Room Locations:

If not in mechanical rooms, locations of the following shut-offs:

Water:

Sprinkler:

Electricity:

Gas:

Do you have a detailed Asset list (computers, computer specs for each one, other electronics, art work, etc.)

Are keys to all locked areas readily available 24/7/365, if no include instructions for access.

Preferred access point to property & parking location(s)