

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

SELF-INSPECTION REPORT & PROPERTY INSURANCE REQUEST

PURPOSE:

To establish responsibilities and overall procedures for insurance coverage for new UAB facilities.

GENERAL REQUIREMENTS:

- In order for new facilities at UAB to be covered by the State of Alabama insurance program when the contractor turns a building over to UAB, it is necessary for Facilities to provide information about the building to the UAB Office of Risk Management.
- UAB Risk Management will reconcile the reports submitted by Facilities to the schedule of locations maintained by the UAB Accounting Office to assure all buildings are covered.
- UAB Risk Management will report a consolidated list of new building information to the State office in June of each year.

PROCEDURES:

1.0 Building Data

- 1.1 The building data shall be collected and reported by the Project Manager on a **Self Inspection Report & Property Insurance Request** (form number SIF-1, Rev. 2/01) (+sif1.pdf and +sif2.pdf) and forwarded to the UAB Risk Manager upon building being turned over by the contractor.
- 1.2 The insurance information just under the name and address information can be left blank, except for the building replacement value.
- 1.3 The State of Alabama office will assign a contents value based on the occupancy and square footage of the building.

- 2.0 Upon routing the Certificate of Substantial Completion, the Department of Project Management Services shall attach a copy of the completed SIF-1 form to signify to the Associate VP for Facilities that insurance information has been provided to the Risk Management Department.

(END OF PROCEDURE)