

Gift
Purchase
New Construction
Addition
Lease
Other (Describe) _____

BUILDING NAME _____

CAMPUS/UNIT: _____

UNIVERSITY OF TENNESSEE PROPERTY REPORT

1. LOCATION: _____
Street

City State County Zip

2. BUILDING VALUE: _____ CONTENTS VALUE: _____

3. CONSTRUCTION:

A. HEIGHT: _____ STORIES: _____

B. AREA: _____ SQUARE FEET (Outside measurements including basement)

C. WALLS: Frame, Metal on Wood, All Metal, Brick Veneer on Wood, Concrete Block, Brick, Brick on Concrete Block, Concrete, Other _____

D. ROOF: Metal on Wood, Wood or Composition Shingle, Metal Deck, Concrete Deck, Other _____

E. FLOOR: Wood, Concrete, Earth, Other _____

F. MIXED CONSTRUCTION: (Approximate Percentage of Each)

4. OCCUPANCY: Office, Dormitory, Cattle/Hay/Tobacco Barn, Warehouse, Classroom, Hospital/Clinic, Dwelling/Apartment (number of families), Other: _____

5. AUTOMATIC SPRINKLERS YES NO PERCENT OF TOTAL AREA _____

6. EXPOSURE: Distance to other buildings, up to 100'

North _____ South _____ East _____ West _____

7. HEAT SOURCE: Gas, Electric, Oil, Steam, Wood, External Source, Other _____

8. PERIMETER PLOT: Attach diagram, complete with outside measurements.

DATE

SIGNATURE AND TITLE

FOR OFFICE OF RISK MANAGEMENT USE ONLY _____

CERT: _____
DIV: _____
LOC: _____
BUILDING # _____

T-100
Office of Risk Management
Revised: December, 2001