

University of Missouri System



Guidelines for FY 2016 Facilities Inventory Report And 2017 Annual Property Insurance Reporting

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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, 2016**). 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 (December 1, 2016) 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 07/01/17 to 06/30/18. 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. The insurance company has provided a format that must be 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).

1. Building Sequence No. (Formerly MHEC id number)
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, Farm Name, 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 responses from last year's submission is included in Exhibit A for your information. 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*

3.0 Inventory Reporting Submittal Schedule

Upon the submission of the data combined reports will be generated. All data must be submitted to FPD and RIM by **December 1, 2016**. RIM will submit the finalized insurance report to the Vice Chancellor for each campus.

If information is not finalized by this date, 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

Exhibit A: FY 2015 Infrastructure

MU	Qty	Unit	Cost/Unit	Total Value
Steam & Condensate Pipe & Tunnels	125,767	feet	\$1,511.19	\$190,057,268
Domestic Water Pipe & Fire Hydrants	130,734	feet	\$215.50	\$28,173,481
Chilled Water Pipe	123,210	feet	\$-	\$-
Electric Lines and Equipment	207,808	feet	\$363.69	\$75,576,707
Compressed Air	15,452	feet	\$63.98	\$988,590
Wind Turbine	1	Lump sum		\$363,029
Optic Fiber	109,802	feet	\$42.95	\$4,715,496
Total				\$109,817,303

UMKC	Qty	Unit	Cost/Unit	Total Value
Steam & Condensate Pipe & Tunnels	15,000	feet	\$1,309.70	\$19,645,560
Boiler Plant	1	lump sum		\$27,818,869
Chilled Water Pipe	16,000	feet	\$307.50	\$4,920,000
Chiller Plant	1	lump sum		\$12,899,189
Domestic Water Piping	24,405	feet	\$179.38	\$4,377,647
Sewer Piping	24,080	feet	\$153.75	\$3,702,300
Electrical Distribution	16,000	feet	\$153.75	\$2,460,000
Data Conduit	151,200	feet	\$20.50	\$3,099,600
Fiber Optic Cable	155,000	feet	\$3.08	\$476,625
Copper OSP Cable	120,600	feet	\$7.18	\$865,305
Total				\$80,265,095

S&T	Qty	Unit	Cost/Unit	Total Value
Steam Distribution				
Domestic Water	11,000	feet	\$159.00	\$1,749,000
Soft Water Distribution	7,000	feet	\$15.00	\$105,000
Distribution Pipe (Chilled and Heating Water)	20,400	feet	\$218.58	\$4,459,000
Chilled Water (Balance)	2,250	feet	\$317.00	\$713,250
Storm Sewer	5,000	feet	\$106.00	\$530,000
Sanitary Sewer	10,000	feet	\$106.00	\$1,060,000
Electric Substation				
Distribution	10,500	feet	\$106.00	\$1,113,000
Total				\$9,729,250

UMSL	Qty	Unit	Cost/Unit	Total Value
Steam				
Distribution	0	feet	\$20.50	
Plants	0	feet	\$20.50	
Domestic Water				
Distribution	53,000	feet	\$20.50	\$8,568,286
Plants Fire Water	14,000	feet	\$20.50	\$2,263,551
Chilled Water				
Distribution	10,000	feet	\$20.50	\$3,223,167
Plants				
Sewer				
Storm	65,000	feet	\$20.50	\$6,983,189
Sanitary	32,000	feet	\$20.50	\$3,438,113
Electric				
Substations	1	lump sum		\$4,482,280
Distribution	45,000	feet	\$20.50	\$4,834,750
Data	59,000	feet	\$20.50	\$6,338,351
Video	25,000	feet	\$20.50	\$2,686,312
Telephone	23,000	feet	\$20.50	\$2,471,366
Natural Gas				
Distribution	24,000	feet	\$20.50	\$2,578,330
Total				\$47,867,694