

STANDARD OPERATING PROCEDURE # FDO 3.014

Subject: Facilities Risk Management Process

Purpose and Scope: To establish a method of communication that allows for all involved entities to have access to needed building data inventory and to provide all buildings with required insurance coverage in a timely risk free manner. Obtaining and updating insurance coverage, calculating appropriate dollar value for coverage and data entry/maintenance will be the responsibility of Risk Management. Additional information required for a successful program will be provided by the Project Manager, the Space Manager and the Property Coordinator.

Procedures:

1. New buildings, remodels, and leased spaces will require assignment of building and room numbers by the Space Manager. This information will be maintained by the Space Manager and shared with Risk Management.
2. Projects requiring State Fire Marshal approval should also be coordinated with the Space Manager to utilize the official building number for inspection requests.
3. Sequence of events are as follows:
 - Project Manager completes project or renovation with significant changes (i.e. room number changes).
 - Project Manager secures the Certificate of Occupancy or Certificate of Completion when project is complete and shall supply copies of said document for the Space Manager for proper dissemination as listed below.
 - Copy of the Certificate of Occupancy or Certificate of Completion is to be sent to Risk Management to obtain insurance promptly. Insurance should be obtained before occupancy of the building takes place. (*Paperwork sent to Risk Management must include the UWF official building number, flood zone, purpose of the building/how to be used, composition of the exterior walls and roof supports, value of the building, value of the contents, total square footage, and construction date*).
 - After receipt of the Certificate of Occupancy or the Certificate of Completion and building details from the Space Manager, Risk Management will calculate the appropriate insurance value and submit the Coverage Request Form and the Certificate of Occupancy or the Certificate of Completion to the Department of Risk Management/Tallahassee for insurance coverage.
 - Facilities Planning & Construction will notify the Space Manager of completion.
 - Space Manager will provide, to the Director of Environmental Health and Safety, a floor plan with square footages and room numbers.
 - Risk Management will provide the approved insurance information to the Space Manager for documentation into the database/spreadsheet.
 - Risk Management will notify the Property Coordinator of the building and contents status.

Procedures – for cancellations

1. Project Manager will secure copy of the Certificate of Completion when project is complete.
2. Demolished building data will be moved to the In-Active site inventory in CICS and Building & Content spreadsheet will be updated by the Space Manager.
3. Space Manager will send the updates as they occur to Risk Management, via email or updated Building & Content spreadsheet.
4. Risk Management will notify the Property Coordinator of building and content status.
5. Property Survey Forms for removal shall be sent to Property Coordinator by Project Manager.

Future Procedures/Plans

Facilities Planning & Construction currently has a software/database to accurately track building numbers as well as risk management information. Facilities Planning & Construction is currently working on a web-based link for EH&S/ Risk Management, and Financial Services to have access to data entry as well as reporting features of the data base. This will allow any involved department, at any time, the ability to print reports and review the current building list maintained by the Space Manager.

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