

State of Hawaii
Instructions for Data Requirements – Property

COMPLETE 1 FORM FOR EACH BUILDING.

During the Risk Management Coordinators Meeting on February 9, 2005, we distributed the attached Data Requirements-Property sheet. This is to capture the current property information for all State locations. The collected data will be compiled and used for the renewal marketing. Please submit the information to Julie Ugalde, Risk Management Officer, by 6/1/06. The following are explanations and instructions for some of the questions asked:

- **Business Personal Property Value** - This is your contents value including furniture, fixtures, equipment and machinery.
- **Electronic Data Processing Equipment** - This is your computer equipment value including media, software, cables and other computer devices attached.

Construction

Roof and Floors – Please refer to Standard Construction Definitions described on 2nd page.

Occupancy

Other tenants – If the building is owned by the State and houses third party as tenants, please describe.

Protection

Fire Alarm – If answers Yes, we need to know whether the alarm is central station or local gong. Central station means that the alarm will notify an outside security company and call Fire Department. Local gong means that fire alarm is activated only locally and is not connected to an outside security company. Thus, someone needs to contact Fire Department for help.