

## PROPERTY RISK REPORT FIELDS - FISCAL YEAR 2024-2025

FIELD	DEFINITION	COMMENTS	FIELD TYPE	SPECIAL FORMAT
Agency Number	The three digit agency number. Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Numeric	No decimal
Agency Name	The agency full name (no abbreviations). Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	All caps
Agency Contact Name	The name of the person completing this report.	Prefilled - Edit as needed	Text	
Agency Contact Number	The phone number of the person completing this report.	Prefilled - Edit as needed	Numeric	Phone
Agency Contact Email	The email of the person completing this report.	Prefilled - Edit as needed	Text	email
Latitude	The latitude where building/property/tower (Location) is located.	Prefilled by software	Numeric	
Longitude	The longitude where building/property/tower (Location) is located.	Prefilled by software	Numeric	
<b>Location Number*</b>	Origami building/property/tower (Location) assigned number that begins with the letter "B". Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	B followed by 5 digits
<b>Name*</b>	The name of the building/property/tower (Location) that the Agency uses for recordkeeping.	Prefilled - Edit as needed	Text	
Building Description	Designates Building Type in the database. Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	
Street1	The physical location of building/property/tower (Location) including the building, suite, unit, space or apartment number. Please abbreviate.	Prefilled - Edit as needed	Text	
Street2	Any extra address information in addition to Street1.	Prefilled - Edit as needed	Text	
City	The full name of the city where the building/property/tower (Location) is located (put the closest city if not within city limits).	Prefilled - Edit as needed	Text	
State	The state where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	
Postal	The 5-digit zip code where building/property/tower (Location) is located. Include the additional 4-digit extension if known.	Prefilled - Edit as needed	Numeric	Zip code plus 4
County/Province	The full county name where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	
Country	The name of the country where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	

QUESTIONS	COMMENTS	FIELD TYPE	SPECIAL FORMAT
<b>Location Details</b>			
Is this location inactive? Inactive means a location the agency is no longer responsible for. It is <b>NOT</b> a vacant location, the agency still owns it or is responsible for it. A ' <b>Yes</b> ' answer will remove the insurance coverage. If the answer is ' <b>Yes</b> ', please see below.		Yes/No	Drop down list
Please tell us why this location is inactive.		Text	

Location Details Continued			
Is this location vacant? Vacant means empty, no inhabitants, fixtures, furniture, agency use. The agency is still responsible for it. If the answer is 'Yes', please see below.		Yes/No	Drop down list
Is the vacant location temperature controlled?		Yes/No	Drop down list
Is the vacant location's fire system maintained?		Yes/No	Drop down list
Is the vacant location security patrolled?		Yes/No	Drop down list
State OWNED Location Information			
Is this location <b>OWNED</b> by the state? If 'Yes', see below.		Yes/No	Drop down list
What is the State agency owned building number your agency uses?		Text	
Are there other tenants in this location? If the answer is 'Yes', please see below.		Yes/No	Drop down list
Please list other tenants here.		Text	
What is the Replacement Value of the location?		Currency	2 digits past decimal
What is the annual rents received? (Tenants paying your agency for space leased FROM you.)		Currency	2 digits past decimal
Agency LEASED Location Information			
Is this location <b>LEASED</b> by the state? If 'Yes', see below.		Yes/No	Drop down list
What is the leased building number your agency uses?		Text	
Does your lease contract require you to insure the location? If 'Yes', see below.		Yes/No	Drop down list
What is the Replacement Value of the leased location <b>ONLY</b> if required to insure it?		Currency	2 digits past decimal
What are the annual rents paid even if \$0.00? (Your agency paying a landlord)		Currency	2 digits past decimal
Building Details			
List the construction class of the location.		Text	Drop down list
What year was the location originally built?		Numeric	Drop down list
Is the location listed on the Historic Register?		Yes/No	Drop down list
Were there any remodeling or additions scheduled for the location? (Only list if Start Date falls within the current reporting Fiscal Year period.) If 'Yes', see below.		Yes/No	Drop down list
Building Additions Start Date:		Date	Calendar
Provide the estimated location remodel/addition cost.		Currency	2 digits past decimal
Enter the location square footage. For owned locations, enter the total square feet of the location. If the location is leased, enter <b>ONLY</b> the square footage you lease ( <b>NOT</b> the building square footage).		Numeric	No decimal
Provide the number of floors including basements.		Numeric	No decimal
Does this location have a basement?		Yes/No	Drop down list

Location Protection			
Are there fire sprinklers in the location? If 'Yes', see below.		Yes/No	Drop down list
Are there documented fire sprinkler inspections on file? If 'Yes' see below.		Yes/No	Drop down list
Date of Last Inspection.		Date	Calendar
Are there documented fire sprinkler inspections on file? If 'No' see below.		Yes/No	Drop down list
Explain why there isn't an inspection on file.		Text	
What percentage of the location is sprinklered?		Numeric	Percentage
Are there fire sprinklers in the location? If 'No', see below.		Yes/No	Drop down list
Are there fire extinguishers placed In the location? If 'Yes', see below.		Yes/No	Drop down list
Are there documented fire extinguisher inspections?		Yes/No	Drop down list
Is there a fire alarm in the location? If 'Yes', see below.		Yes/No	Drop down list
Is the fire alarm system monitored by a third party (fire station or monitoring service)?		Yes/No	Drop down list
Is there a manual pull fire alarm in the location?		Yes/No	Drop down list
Does the location have a seismic gas shutoff valve?		Yes/No	Drop down list
Indicate the fire hydrant distance from the location in feet.		Numeric	2 digits past decimal
Indicate the fire station distance from the location in miles.		Numeric	2 digits past decimal
Location Activities			
How is the location being used?	Only one choice allowed	Text	Drop down list
Indicate the number of hours the location is normally occupied per 24 hour period.	Limit of 24 hours	Numeric	Drop down list
Are there flammable and combustible liquids stored at this location? If 'Yes', see below.	<a href="#">(OSHA 1910.106)</a>	Yes/No	Drop down list
Are flammable/combustible liquids stored within proper areas/containers?		Yes/No	Drop down list
Describe the type or name of flammable/combustible liquids stored at this location.		Text	
Are there hazardous materials being stored at this location? If 'Yes', see below.		Yes/No	Drop down list
Describe that hazardous materials being stored at this location.		Text	
Is there a hazmat response plan in place?		Yes/No	Drop down list
Has hazardous materials contaminated any areas on the site?		Yes/No	Drop down list
Location Activities - Commercial Kitchen			
Does this location have a commercial kitchen on site? This would incorporate professional cooking stations, equipment, cafeteria If 'Yes', see below.		Yes/No	Drop down list
Does the commercial kitchen have a proper hood and ventilation system?		Yes/No	Drop down list
Is a written cleaning schedule in place for cleaning around cooking appliances, grease filters, hood, grease removal devices, fans and ducts?		Yes/No	Drop down list
Is the grease producing cooking equipment equipped with an automatic fire extinguishing system?		Yes/No	Drop down list
Is there a documented Automatic Fire Extinguishing System inspection conducted?		Yes/No	Drop down list
Is a class K rated fire extinguisher on premises and located within 30 feet of the cooking area?		Yes/No	Drop down list
Are kitchen staff trained on operation of the manual activator of the automated fire extinguishing system?		Yes/No	Drop down list

Location Activities - Other			
Does the location have other activities? If 'Yes', see below.		Yes/No	Drop down list
Does the location have a manufacturing shop?		Yes/No	Drop down list
Does the location have a pool?		Yes/No	Drop down list
Does the location have a public play area?		Yes/No	Drop down list
Does the location have a gym?		Yes/No	Drop down list
Are there other activities this location has?		Yes/No	Drop down list
Location Contents			
Does the location have general contents? If 'Yes', see below.		Yes/No	Drop down list
What is the OWNED location contents replacement value (RV)?	OWNED location	Currency	2 digits past decimal
What is the LEASED location contents replacement value (RV)?	LEASED location	Currency	2 digits past decimal
Does the location have art? This includes all items currently defined as "Exceptional Items" in the Self-Insurance Manual, #125-7-101. Fine arts can be further defined as: collections of paintings, etchings, pictures, tapestries, art glass windows, valuable rugs, statuary, antique furniture, rare books. If 'Yes', see below.		Yes/No	Drop down list
What is the STATE OWNED fine arts APPRAISED value at this location?		Currency	2 digits past decimal
What is the ON LOAN fine arts APPRAISED value at this location?		Currency	2 digits past decimal
What is the owned location 1% art APPRAISED value? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Currency	2 digits past decimal
Does the location have revenue, money and securities? If 'Yes', see below.		Yes/No	Drop down list
What is the total annual revenue for the agency at this location for current reporting fiscal year?		Currency	2 digits past decimal
What is the AVERAGE replacement value (RV) of money, negotiable papers and securities at this location for the current reporting fiscal year? (Fiscal Year Average.)		Currency	2 digits past decimal
What is the MAXIMUM replacement value (RV) of money, negotiable papers & securities at this location for the current reporting fiscal year? (Fiscal Year Max.)		Currency	2 digits past decimal
Describe the money, negotiable papers and securities held at this location.		Text	
Does this location have historic items? If 'Yes', see below.		Yes/No	Drop down list
What is the historic items APPRAISED value for this location?		Currency	2 digits past decimal
What is the value to recreate irreplaceable written, printed, or otherwise inscribed documents and records including books, maps, films, drawings, abstracts, deeds, mortgages and manuscripts for this location?		Currency	2 digits past decimal
Does the location have precious metals? If 'Yes', see below.		Yes/No	Drop down list
What is the fair market value (FMV) of precious metals including but not limited to silver, gold and platinum at this location?		Currency	2 digits past decimal
Does the location have animals? If 'Yes', see below.		Yes/No	Drop down list
What is the fair market value (FMV) of owned animals at this location? DO NOT include animals used for research.		Currency	2 digits past decimal

Location Contents Continued			
Does the location have outdoor property? If 'Yes', see below.		Yes/No	Drop down list
What is the actual cash value (ACV) of outdoor property at this location? Includes outdoor lighting, ornamental trees and shrubs, fencing, docks, piers, wharves, and bridges, tunnels, trestles, ramps and viaducts use to maintain/access a covered structure.		Currency	2 digits past decimal
Does the location have property of others that is rented, leased or borrowed by a state agency which the agency has agreed in writing to insure the property at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the replacement value (RV) of property of others that is rented, leased, or borrowed by a state agency which the agency has agreed in writing to insure the property at this location?		Currency	2 digits past decimal
Location Power Generating, Communication and Computer Equipment			
Is there power generating, transmission or utilization equipment at this location? Wind or hydro turbine, solar farm, generator, etc. If 'Yes', see below.		Yes/No	Drop down list
What is the replacement value (RV) of the power generating equipment for this location? This value should also be included within Location Contents (RV).		Currency	2 digits past decimal
Describe the power generating, transmission or utilization equipment at this location.		Text	
Is there communication and computer equipment at this location? Communication towers, repeaters, server rooms, computers, data centers, computers, phones, radios, etc. If 'Yes', see below.		Yes/No	Drop down list
What is the replacement value (RV) of communication and computer equipment at this location? This value should also be included within Location Contents (RV).		Currency	2 digits past decimal
Describe the communication and computer equipment at this location.		Text	
Location Vehicles/Mobile Equipment			
Does your agency have any DAS LEASED vehicles at this location? If 'Yes', see below.		Yes/No	Drop down
What is the total number of DAS LEASED vehicles as reported within the DAS Fleet Lease Report? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Numeric	
What is the actual cash value (ACV) of DAS LEASED vehicles as reported within the DAS Fleet Lease Report? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Currency	2 digits past decimal
Does the agency have any agency owned passenger vehicles at this location? Cars, trucks and vans with a weight carrying cargo capacity of one ton or less designed to carry two or more passengers and licensed under state law. Exclude DAS LEASED vehicles. If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned passenger vehicles at this location?		Numeric	
What is the actual cash value (ACV) of agency owned passenger vehicles excluding DAS LEASED vehicles at this location?		Currency	2 digits past decimal
Does your agency have any agency owned 15 passenger vans at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned 15 passenger vans at this location?		Numeric	
What is the actual cash value (ACV) of the agency owned 15 passenger vans at this location?		Currency	2 digits past decimal

Location Vehicles/Mobile Equipment Continued			
Does your agency have any agency owned buses? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned buses with a passenger capacity of greater than 15 or more passengers at this location?		Numeric	
What is the actual cash value (ACV) of agency owned buses at this location?		Currency	2 digits past decimal
Does your agency have any state owned large (1-ton or larger) licensed vehicles at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned large (1-ton or larger) licensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned large (1-ton or larger) licensed vehicles at this location?		Currency	2 digits past decimal
Does your agency have any state owned unlicensed vehicles at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned unlicensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned unlicensed vehicles at this location?		Currency	2 digits past decimal
Does your agency have any state owned LARGE unlicensed vehicles at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned LARGE unlicensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned LARGE unlicensed vehicles at this location?		Currency	2 digits past decimal
Does your agency have any state owned trailers at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned trailers at this location?		Numeric	
What is the replacement value (RV) of agency owned trailers at this location?		Currency	2 digits past decimal
Does your agency have any state owned research equipment deployed on land, vessels or in the water (tethered or untethered)? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned research equipment deployed on land, vessels or in the water (tethered or untethered) at this location?		Numeric	
What is the replacement value (RV) of state owned research equipment deployed on land, vessels or in the water (tethered or untethered) at this location?		Currency	2 digits past decimal
Does your agency have any state owned watercraft UNDER 25 feet at this location? If Yes, see below.		Yes/No	Drop down list
What is the total number of state owned watercraft UNDER 25 feet at this location?		Numeric	
What is the actual cash value (ACV) of watercraft UNDER 25 feet at this location?		Currency	2 digits past decimal
Does your agency have any state owned watercraft OVER 25 feet at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of watercraft OVER 25 feet at this location?		Numeric	
What is the actual cash value (ACV) of watercraft OVER 25 feet at this location?		Currency	2 digits past decimal
Does your agency have any state owned watercraft that carry OVER 20 gallons of fuel at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of watercraft that carry OVER 20 gallons of fuel at this location?		Numeric	

Location Vehicles/Mobile Equipment Continued			
Does your agency have any state owned drones or unmanned aircraft systems (UAS) at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of drones or unmanned aircraft systems (UAS) at this location?		Numeric	
What is the replacement value (RV) of drones or unmanned aircraft systems (UAS) at this location?		Currency	2 digits past decimal
<a href="#">Are your drones registered with the Oregon Department of Aviation as required by ORS 837?</a>		Yes/No	Drop down list
Does your agency have any state owned aircraft at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned aircraft at this location?		Numeric	
What is the actual cash value (ACV) of state owned aircraft at this location?		Currency	2 digits past decimal
COMMENTS			
Please leave yourself notes or make comments to DAS RM. Include other items of note not already asked about.		Text	
Agency Property Definitions/Descriptions - Fiscal Year 2023/2024 Risk Report			
<b>Value Definitions:</b>			
<b>Actual Cash Value (ACV)</b> - Equals the current replacement value less depreciation based on age, condition at the time of loss, useful life remaining, and obsolescence.			
<b>Appraised Value</b> - The assessed value of real property in the opinion of a qualified appraiser or value.			
<b>Fair Market Value (FMV)</b> - Is an estimate of the market value of a property, based on what a knowledgeable, willing and unpressured buyer would probably pay to a knowledgeable, willing and unpressured seller in the market.			
<b>Replacement Value (RV)</b> - The actual cost to replace property at its pre-loss condition (property of like kind and quality); the cost to replace property at its current price without a deduction for depreciation.			
<b>If you have any questions, please contact:</b>			
<b>Luella Ackerson</b>	<b>General Information</b>		
DAS Risk Management	DAS Risk Management		
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