

**Building Completion Insurance Coverage
Process
Revised: 8/4/03**

The information listed on the attached “New Location Questionnaire” is necessary to obtain a quote for insurance coverage on a completed building on campus. The following process has been established in order to ensure that new buildings are insured in a timely manner:

1. The CSUB Accounting Office will receive a notice of completion for a new building.
2. The CSUB Accounting Department will then complete the following sections of the attached Property Insurance New Location Questionnaire;
 - I. General Information
 - VI. Total Insurable Values
3. The CSUB Accounting Department will forward the questionnaire to the FPD&O Department.
4. The FPD&O Department will complete Sections;
 - II. Construction Information
 - III. Occupancy
 - IV. Fire Protection
 - V. Exposure
5. The completed questionnaire will then be forward to the Budget Office.
6. The Budget office will fax the completed questionnaire to Driver Alliant.
7. Response from Driver will be cc’ed to Neal, Jacobs, Taylor and Muller.
8. The budget office will notify and bill back all funds (i.e. general fund, housing, ext univ, etc...) for their pro-rata share of the new building at the same time that all risk charges for the new FY are assessed.

It must be noted that underwriters always reserve the right to ask for additional information if necessary. The “New Location Questionnaire” should be completed and faxed to (415) 597-6762, or emailed to Mbeatty@driveralliant.com or Van Rin/RFDriver@RFDriver