

PROJECT MANAGEMENT GUIDELINES MANUAL

PMG-I27: Building Insurance Coverage (rev. May 2023)

PURPOSE: To establish the procedure for requesting insurance coverage on new, expanded, or renovated facilities.

A. Introduction

Upon the Certificate of Occupancy being issued by EH&S for any minor or major project, the UF Project Manager shall furnish information relevant to insurance coverage of the new, expanded, or renovated facility as follows.

B. New Construction

- a) Complete the State Department of Financial Services, Division of Risk Management Coverage Request Form DFS-DO-850. A copy of this form is attached for PM to use in Excel format.
- b) Save the completed form as a PDF document and e-mail to the UF EH&S Insurance & Risk Coordinator.
- c) Note the following in completing the form, a sample of which is attached herein:
 - i. Leave “certificate #” (upper right on the form) blank for completion by EH&S.
 - ii. Check with the project civil engineer and/or visit the following link to confirm the letter-coded flood zone: <https://hazards.fema.gov/wps/portal/mapviewer>
 - iii. Use the following corrected link to obtain GPS and latitude/longitude for the building: <http://map.floridadisaster.org/mapper/>
 - iv. Enter the “ACV” (Actual Cash Value) for the building itself excluding these costs:
 - Land
 - Architecture/Engineering Fees
 - Parking Lots
 - Exterior Lighting
 - Walks and Fences
 - Utilities (outside and up to the building)
 - Building Foundation
 - Landscaping & Irrigation
 - v. Enter the ACV for the building contents (furnishings & equipment) if known.
 - vi. For facilities that will rent space to external entities (e.g., residence halls), enter the projected annual revenue for the “Rental” ACV.
 - vii. Leave the “Replacement” ACV field blank.

C. Expansion or Renovation of Existing Buildings

- a) In lieu of completing Form DFS-DO-850, provide the following information via e-mail to the UF EH&S Insurance & Risk Coordinator:
 - cost of the renovated/expanded portion of the building
 - estimated value of the contents (in the expanded/renovated portion)
 - gross square footage of the renovated/expanded portion of the building.

NOTE: Keep copied of all insurance document requests in file for reference.

D. Forms

[PMG-I27 Building Insurance Coverage Request Form \(DFS-DO-850\)](#)