

Property- Inland Marine Exposure Assessment

The following factors should be considered in assessing the Inland Marine exposures of a college or university.

Electronic Data Processing (EDP) Equipment and Media

- What are the numbers, ages, and condition of computers and equipment at the facility?
- Is computer equipment owned or leased?
- Are the doors to the computer lab of substantial construction and provided with a high-security locking device, and are windows protected?
- Are business files backed up on a regular basis, and a backup copy kept in a fire-resistant safe or stored off-site?
- Is there any custom-made software in use?
- Are computer facilities protected by fire and burglar alarm systems?

Equipment

- What are the ages, condition, numbers, and types of equipment and furniture that could be exposed to loss?
- What equipment is owned, rented, or leased?
- Are there service contracts on the equipment in case of mechanical breakdowns?
- Are the premises securely locked during off hours?
- Is there a premises alarm system?
- Are there permanent identification markings on all high-value equipment?
- Is inventory taken on a regular basis?
- Is the equipment regularly serviced?

Accounts Receivables and Valuable Papers/Records

- Is there potential for theft, arson, or vandalism, or for water or flood damage?
- Are students' records adequately protected?
- Is there a well-organized and supervised bookkeeping system in place?
- Are valuable papers/records stored in a fire-resistant safe?
- Are good housekeeping practices maintained throughout the facility?
- Is the facility protected by automatic sprinklers and smoke detectors?
- Is there a fire alarm system and is it connected to a central station monitoring service?

Fine Arts

- What are the ages, condition, numbers, and types of fine arts that could be exposed to loss?
- Are any of the fine arts on loan?
- Have all fine arts been photographed, appraised, and cataloged?

- Is an inventory of all fine arts taken on a regular basis?
- Is there potential for theft, arson, or vandalism, or for water or flood damage?
- Are valuable statues, paintings, and other works of art protected from damage or theft?
- Are good housekeeping practices maintained throughout the facility?
- Is the facility protected by automatic sprinklers and smoke detectors?
- Is there a fire alarm system and is it connected to a central station monitoring service?
- Are facilities housing fine arts securely locked during off-hours and provided with burglar alarm or security guard protection?

Musical Instruments

- What are the ages, condition, numbers, and types of musical instruments that could be exposed to loss?
- What instruments are owned, rented, or leased? Is inventory taken on a regular basis?
- Are there permanent identification markings on all owned instruments?
- Are the premises securely locked during off-hours and protected by a burglar alarm system?
- Are good housekeeping practices maintained throughout the facility?
- Is the facility protected by automatic sprinklers and smoke detectors?
- Is there a fire alarm system, and is it connected to a central station monitoring service?

Business Interruption

- Are the premises owned or leased?
- What is the history of natural hazards, such as flooding, hurricanes, hailstorms, tornadoes, and lightning, in the area?
- Are buildings protected by automatic sprinkler systems that meet applicable codes and standards?
- In the event of a shutdown, are there replacement or temporary facilities available?
- Does the college/university receive revenues from income-producing venues, such as arenas, concert halls, etc.?
- In the event of a significant loss, such as from a fire, can essential supplies and equipment be readily replaced?
- Are there multiple suppliers for food services in cafeterias or restaurants, or for concession stands at special events?
- What is the potential for arson?

Bailment

- Are there any art displays, manuscripts, historical artifacts, etc. on loan to the college/university?
- Are there occasions when equipment for special events, such as audio equipment for concerts, are temporarily stored on premises?

Signs

- Is each type of sign described in detail, indicating the age, type of material, description of the size and type of lettering, and their location on the facility?
- How are the signs constructed, at what height from street level are they located, and how are they fixed to the structure?
- Are signs attached or of the freestanding type?
- Are signs and awnings subject to fire, hail, windstorms, vandalism, or damage from moving vehicles?