

Building Utilization Review

Line of Business: Property

Risk Control Strategy/Key Issues: Evaluation of building use to maximize effective property management and protection

Suggested Program Elements:

1. Policy Statement:

- Assign responsibilities to one individual to drive the implementation of the review process within the organization. This individual should coordinate the evaluation procedure for all applicable facility locations. All changes in building number and use should be documented and kept in a central file for review and evaluation.
- Assign accountabilities for the review process. Its success depends on the training of facility personnel to understand the importance of monitoring, documenting, and communicating any and all changes in building use to the review process coordinator.

2. Management Process:

- The assigned responsible individual should maintain an updated list of properties owned and insured by the entity.
- The list should include a determined use for each of the properties owned and insured by the entity. If a property is determined to have multiple uses, then an itemized list of each use by area should be maintained.
- The function of a building's design should be compared to its current identified use or uses to assist in the process. Changes should be documented and effectively communicated to the responsible individual.

3. Protection evaluation:

- Evaluate the protection level of facilities by comparing the identified current use or uses to the "as-designed" function.
 - ✓ Determine if changes in building utilization call for the installation or implementation of additional protection controls.
 - ✓ Incongruence in use and function may indicate that an adjustment in the level of facility protection is necessary.
 - ✓ Determine if the current utilization of facilities requires additional fire protection.
 - ✓ Maintain communications with local fire department. Notify the fire department of occupancy and material storage changes.
 - ✓ Schedule initial and/or additional inspections of vacant and infrequently used buildings.
 - ✓ Schedule initial and/or additional inspections of buildings not designed for storage if so used. Certain materials, when stored incorrectly, may create dangerous conditions or result in damage to property.

4. Property management:

- Evaluate the need for a facility if the function does not meet the current usage. Determine if a change in usage would better suit the designed function of a facility.

- Evaluate the cost benefit of the continuing use facilities in question. Determine if changes in the usage and/or protection level of other facilities would be economically beneficial.
- Maintain open lines of communication. Continuously keep the Risk Manager informed of any and all property schedule changes.

Program Activities Calendar:

- Bi-annually scheduled reviews of the property schedule should be made to bring the property schedule up to date and aid in the accuracy and timely completion of the annual program review.
- An annually scheduled building utilization program review and documentation process should be in place. An updated property schedule and building function/use information will facilitate the review of building utilization.

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