Introduction

The Tennessee Board of Regents (TBR) requires the ETSU Facilities Management Department to complete the State of Tennessee Property Report (T-100). This report is utilized by the TBR to provide insurance coverage for ETSU buildings and associated contents.

Purpose

The purpose of this policy is to provide a standardized procedure for the completion of the State of Tennessee Property Report (T-100) by Facilities Management personnel.

Scope

This policy applies to all new construction projects and any additions to existing buildings.

Procedures

The following procedures will be utilized in providing a completed State of Tennessee Property Report (T-100) for all new construction or addition SBC projects:

1. A T-100 report (Appendix A) will be completed for all capital projects involving new construction or additions to existing buildings.
2. During the design phase of the project, the Director of Design, Renovation and Construction will issue a work order for the T-100 report to be completed when substantial completion has occurred.
3. The Director of Design, Renovation and Construction and the Business Director will be responsible for the completion of the T-100 report.
4. The Director of Design, Renovation and Construction and the Business Director will coordinate with the designer in completing paragraphs B, D, E, G, and H of the T-100 report.

5. The “Guidance for filling out the State of Tennessee Property Report (T-100)” is to be utilized in completing the T-100 report (Appendix A).

6. Information, such as the value of the building contents, will be solicited from the ETSU staff as necessary to complete the T-100 report.

7. Copies of completed T-100 reports are to be filed in the appropriate project file at Facilities Management.

**Responsibilities**

All Facilities Management employees are responsible for adhering to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

**References**

Property Report T-100: Form F691-1 and Form F691-2

**Forms**

Appendix A: Property Report T-100 Form F691-1 and Form F691-2

**Contact Persons**

Associate Vice President
Director of Design, Renovation and Construction
Business Director

Approved by: ________________________________

William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: ________________________________
Appendix A

STATE OF TENNESSEE PROPERTY REPORT (T-100)

TO: the Department of the Treasury, Division of Risk Management, 502 Deaderick Street, Nashville TN 37243-0248
phone 615-741-9972; fax 615-401-7669; email cynthia.sparks@tn.gov

Building Name:

Agency/Department:

Division:

Location (complete street address, including city, county, state, & zip code):

Building value:
contents value:

Building height: ______ feet and ______ stories
Building area: _______ gross square feet

Walls:

☐ Frame
☐ Metal on Wood
☐ All Metal
☐ Brick Veneer on Wood
☐ Concrete Block
☐ Brick
☐ Brick on Concrete Block
☐ Concrete
☐ Other (describe below)

Mixed Construction: (approx. percentage of each)

Occupancy:
☐ Office
☐ Dormitory
☐ Cattle/Hay/Tobacco Barn
☐ Warehouse
☐ Classroom
☐ Hospital/Clinic
☐ Residential Dwelling
☐ Other (describe below)

Automatic Sprinklers:
☐ No 
☐ Yes 

Exposure: Distance in feet to other buildings, up to 100 ft (or show **100+**):
North: ______
South: ______
East: ______
West: ______

Heat Source:

☐ Gas
☐ Steam
☐ Electric
☐ Wood
☐ Oil
☐ External Source
☐ Other (describe below)

Facility Contact:

Name:

Title:

Phone:

Date:

Photo: Send this form and digital photo of new facility or addition to email address at top.

FOR RISK MANAGEMENT USE ONLY

Project #
Division #
Location #

Property Report T-100
F691 – 1
Guidance for filling out the
STATE OF TENNESSEE PROPERTY REPORT (T-100)

A. In completing and transmitting this document, keep it in its native Word™ format for final editing, and pay attention to preserve column and page break positions.

1. The Designer should fill in the parts described below in paragraphs B, D, E, G, and H, and email the form to the Facility Contact, copying the OFD construction representative.

2. If a specific Facility Contact for the purposes of this T-100 form is not known, the Facility Coordinator serves this capacity.

3. The Facility Contact should fill in the parts described below in paragraphs B, C, D, and I, with the B and D parts possibly pre-filled by the Designer, but also possibly needing revision.

B. Building Name might initially require an interim name to be revised later after a formal naming process.

C. Agency/Department and Division are property tracking designations by the Department of Treasury, probably not known to the Designer, and typically have to be provided by the Facility Contact.

D. Location in terms of a street address might not be fully known to the Designer, and may have to be provided or finished by the Facility Contact.

E. Building Value should exclude movable equipment and exterior site amenities.

F. Contents Value might not be known to the Designer, and may have to be provided by the Facility Contact.

G. Dimensions:

1. Building Height in feet from lowest touching grade to highest fixed structure.

2. Building Height in stories includes basement(s), if any.

3. Building Area includes basements and occupiable attics, if any.

H. Materials and features descriptions of Walls, Roof, Floors, Mixed Construction, Occupancy, Automatic Sprinklers, Exposure, and Heat Source: put X in box wherever possible, using spaces under "other" sparingly and concisely; again, taking care to not alter column and page break points.

I. Facility Contact is the person that the property insurance administrator will call with questions or follow-up business. Date should reflect when the last information is complete, and the Facility Contact sends the form and photo to the insurance administrator, copying the OFD construction representative.