

University of Idaho

COPE Form

The COPE form is an insurance industry standard form used for reporting newly acquired property. COPE stands for Construction, Occupancy, Protection and Exposures. Coverage can begin when Risk has entered all appropriate information in the Idaho Risk Management Information System. Coverage cannot be back dated. Send completed form to risk@uidaho.edu or fax 885-9490.

Agency: University of Idaho

Unit Name:

New Location Address: City: State: Zip:

Building Name:

Building Number:

Unit Contact Person: Phone Number:

EXPOSURES

Replacement Value for Building or Facility*: \$

Replacement Value of Contents: \$

Replacement Value of Mobile Equipment:\$

Replacement Value of Stock/Supplies: \$

* If you are adding location, the information below is required before coverage can begin.

OCCUPANCY

Occupancy or Purpose of Building or Facility:

Office Building []; Dormitory []; Parking Structure []; Auditorium []; Classroom [];

Warehouse []; Library [];or Hospital/Infirmary []

Other-Describe:

General Description:

Special Hazards or Unusual Occupancies:

Choose Type

Indicate Protection

Adequate

Inadequate

Physical Plant []

[]

[]

Chemical Laboratory []

[]

[]

Parking Facilities []

[]

[]

Computer Center []

[]

[]

Machine Shop []

[]

[]

Storage []

[]

[]

Describe:

CONSTRUCTION

Year Built: Number of Stories: Constructed Square Feet: Known Remodels Last 15 Years:

Areas That Would Need Code Remodel, If Damaged:

Basement [] Full [] Partial [] Area:

Construction:

[] Fire Resistive

[] Noncombustible

[] Asbestos in Building, Where?

[] Masonry

[] Wood Frame

[] Other - Describe:

Roof Covering: _____% Asphalt _____% Metal

_____ % Built-Up _____ % Tile

_____ % Concrete _____ % Other - Describe:

Describe any unusual or special construction:

Fire Walls: Horizontal Openings Protected: Soft Stories Ground Floor Glass
 Adequate Vertical Subdivision: Yes No Maximum Area Subject to Loss

Heating System:

Electric Baseboard Forced Air - Oil Gas Fired Boiler
 Forced Air - Gas Oil fired Boiler Other - Describe:

Location: Age:

Protection Adequate: Yes No Last Inspection By Whom

Electrical Wiring: Circuit Breakers Fuses Age or Date of Last Upgrade:

PROTECTION

Automatic Sprinklers: _____ % of Facility Sprinklered

Wet Dry Deluge Preaction None

Indicate areas without sprinklers:

Fire Detection Systems:

Water Flow Alarm Heat Alarm Smoke Detectors None

Response to Detection System:

Local Fire Department Connected Central Station Other - Describe:

Manual Protection:

Facility Hose Equipment Last Fire Marshall Inspection:
 Fire Extinguishers Throughout Evacuation Plan in Place Yes No
 Stand Pipe Last Fire Drill:

Fire Hydrants within 250 feet Yes No

Fire Protection Class (Circle): 1 2 3 4 5 6 7 8 9 10

Fire Department: Paid Volunteer Distance to Nearest Fire Station:

Watch or Guard Service:

Hourly Rounds
 Outside Patrols
 Records Kept

Describe buildings within 100 Feet.

	<u>Sprinklers</u>	<u>Construction Type</u>	<u>Occupancy</u>	<u>Wall Openings</u>
North –				
South –				
East –				
West –				

To be completed by Risk

Date Received from Unit:	Date Entered into IDRMIS:	Entered by:	
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