

ARKANSAS INSURANCE DEPARTMENT
Risk Management Division
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Risk Matters 2016 Property Reminders

NEW PROPERTY

Remember to contact the Risk Management Division when you acquire new property. Only you can prevent an uninsured loss. Risk Management depends on you to inform us, in writing, when you build, purchase, remodel, or delete buildings or acquire additional contents.

REVIEW OF VALUES INSURED

Please review the enclosed statement of values and advise if any changes, *including corrections to your email address*, are needed.

NOTE: *The Risk Management Division will provide Building and Appraisal Advisory Services at no additional cost.*

Call (501) 371-2690 to set up an appointment.

*** LEGISLATION ***

Act 625 of the 2007 Regular Session authorized the Arkansas Commission for School Academic Facilities and Transportation (ACPSAFT) authority to promulgate rules pursuant to Arkansas Code § 6-21-114. The Commission will establish rules in consultation with the Insurance Commissioner, for minimum property, boiler and machinery, and extended coverage insurance requirements and guidelines for all buildings, structures, facilities, and business personal property owned by a school district.

Districts are reminded to adhere to the rules and regulations promulgated by (ACPSAFT) which establish minimum requirements for limit of insurance values for contents and buildings under rules 4.02 and 4.08.

Should you need additional information, please contact our office immediately (501) 371-2690.

NOTE: *The Risk Management Division will conduct Loss Control and Property Conservation Inspections at no additional cost.*

Call (501) 371-2690 to set up an appointment.

PROPERTY LOSS CONTROL RECOMMENDATIONS

Mechanical Rooms and Furnace Closets:

- Maintain a minimum three (3) foot clearance around all electrical panels, heating units and water heaters.
- Do not use furnace closets or boiler rooms as store rooms for any combustible materials such as paper and books.

Maintain Your Roof & Ground Level Drains:

- Drains should always be inspected at least quarterly and extra caution should be taken during months when rains are normally anticipated.

Extension Cords and Power Strips:

- All major electrical devices and appliances such as microwaves, refrigerators, toaster ovens, portable electrical heaters, hot plates, laminators and commercial coffee makers should be connected directly to an electrical wall outlet.

Cafeteria Food Preparation Areas:

- The kitchen exhaust system duct work should be cleaned and tagged annually by qualified technicians.
- Each kitchen using vegetable or animal oils and fats should be provided with a type "K" fire extinguisher.
- Install ansul or other fire suppression system in kitchens as soon as funds become available. These must be inspected and tagged every 6 months and after activation of the system

Fire Alarm Systems and Smoke Detectors:

- All fire alarm systems should be upgraded to include smoke detection equipment. Inspect and test annually.
- All fire alarm systems should be monitored off-site by a central station monitoring service..