

## VIII-3 Property Coverage on Building Structures of Non-State Owned Buildings

**NORTHWESTERN STATE UNIVERSITY**  
**Property Coverage on Building Structures**  
**of Non-State Owned Buildings**

**I. Purpose and Scope:** This procedure outlines the method of securing approval by the Commissioner of Administration or his designee for use of space prior to ORM providing property coverage on non-state owned building structures.

**II. Reference:** Office of Risk Management (ORM) Insurance Information Notice 90-9

**III. Responsible Area:** University Affairs

**IV. Procedure:**

**Physical Plant Director**

1. Notify Environmental Health & Safety (EHS) Officer of the need to secure approval by the Commissioner of Administration or his designee for use of space in non-state owned building structures where new or renewal lease agreement requires the State as lessee to furnish property insurance on non-state owned building structures.

**Environmental Health & Safety Office**

2. Prepare formal request to the Commissioner of Administration for approval to use the space involved.
3. Provide verification to ORM that the Commissioner of Administration or his designee has approved the use of the space involved. This approval is necessary prior to ORM providing property coverage on non-state owned building structures.
4. Notify the Director of Physical Plant that the Commissioner of Administration has approved/disapproved the use of the space involved and that ORM has/has not provided coverage on the non-state owned building structure.

**Note: The University should refrain from entering into any new or renewal lease agreement which requires the State as lessee to furnish property insurance on non-state owned building structures. By discontinuing such practices, the State controls its exposures/risks, thereby avoiding any losses which result from such practices.**