LOSS PREVENTION QUESTIONNAIRE

NORTH DAKOTA INSURANCE DEPARTMENT
STATE FIRE AND TORNADO FUND
SFN 53166 (1-2012)

Policy Number:	Item Number:

Policyholder:			
Contact Person:	Email Address:		
Address: (Street)	City:	State:	Zip Code:

GENERAL INFORMATION

1. Outside lighting around building adequate? ☐ Yes ☐ No	Explain:	
2. Any light sensors at entrances or inside building? ☐ Yes ☐ No	Explain:	
3. Any surveillance cameras at entrances or inside building? ☐ Yes ☐ No	Explain:	
4. Number of entrances:	5.Location of entrances:	
6. Type of locks on doors:	7. Number of staff that have keys to building:	8. Number of staff that have keys to more than one door:
9. Broken windows? ☐ Yes ☐ No	Explain:	10. Do windows open or are they fixed?
11. Any obstruction at entrances? ☐ Yes ☐ No	Explain:	
12. Any obstructions at potential entry points to building, such as second floor fire escapes, windows or roof? ☐ Yes ☐ No		Explain:
13. Supplies located near a water source, such as:	Domestic Water Pipes? ☐ Yes ☐ No	Steam Pipes? ☐ Yes ☐ No

ELECTRONIC EQUIPMENT - Connected to Surge Suppressor

14. TV/Video? ☐ Yes ☐ No	15. Computers? ☐ Yes ☐ No	16. Servers? ☐ Yes ☐ No	17. Fax Machines? ☐ Yes ☐ No
18. Copiers? ☐ Yes ☐ No	19. Telephone System? ☐ Yes ☐ No	20. PA System? ☐ Yes ☐ No	21. Printers? ☐ Yes ☐ No
22. Is electronic equipment locked in a secure location when not in use, such as file cabinet or special room? ☐ Yes ☐ No			Explain:
23. Can employees or students check out personal property, such as electronic and band equipment? ☐ Yes ☐ No			Explain:
24. Does the insured have a personal property check out policy for such items as electronic or band equipment? (If yes, please obtain copy) ☐ Yes ☐ No			
25. Any electronic equipment located near a water source, such as:		Domestic Water Pipes? ☐ Yes ☐ No	Steam Pipes? ☐ Yes ☐ No

CONDITION OF BUILDING (Examples: water stains, peeling, cracking)

	EXCELLENT	GOOD	POOR (In need of repair)
Ceiling	☐	☐	☐
Interior walls	☐	☐	☐
Exterior walls	☐	☐	☐
Flooring	☐	☐	☐
Gutters	☐	☐	☐
Down spouts	☐	☐	☐
Paint	☐	☐	☐
Soffits	☐	☐	☐
Attached signs	☐	☐	☐

Comments:

Print name of person/entity completing form:	Telephone Number:
Signature:	Date:

If you have questions on completing this form, please contact the State Fire and Tornado Fund at (701) 328-9600.

Return completed form to: North Dakota Insurance Department
600 E. Boulevard Ave.
Bismarck, ND 58505-0320