



LOSS PREVENTION QUESTIONNAIRE
NORTH DAKOTA INSURANCE DEPARTMENT
State Fire and Tornado Fund
 SFN 53166 (Rev. 1-2006)

Policyholder:		Policy Number:	Item Number:	Claim Number:
Contact Person:				
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: State Fire & Tornado Fund
 1701 South 12th Street
 Bismarck, ND 58504