



**NSHE - NEW BUILDING/MAJOR REMODEL
CHANGE FORM**

Fiscal Year: 7/1/ - 7/1/

Building Name: _____ **(911) Bldg. No.:** _____

Attach a copy of a campus map showing the location of the Insured Property if applicable.

Name of Person Completing Form: _____ Phone _____

Date of Substantial Completion/Year Built: _____

Cost of Construction: \$ _____ Contents Value: \$ _____

Street Address (if available): _____

City, State, Zip: _____

Building Use/Occupancy: (See attached list of occupancies)

Indicate the type(s) of occupancy and show percentage of each in the space below.

Example: 372- Library (100%) **or** 368-Classroom (80%) and 426-Daycare (20%)

Building Data:

Total Floor Area (Sq. Ft.) _____ Number Stories _____

**Do not include basement, mezzanine or balcony area.*

Shape of Building: (circle one below)

1= Square 2=Rectangular or Slightly Irregular 3=Irregular 4=Very Irregular

Construction Class: (circle **ONLY** one below)

- A - Fireproof Structural Steel Frame
- B - Reinforced Concrete Frame
- C - Masonry Bearing Walls
- D - Wood or Steel Stud Framed Exterior Walls

Basement Data:

Total Area (Sq. Ft.) _____ Basement Depth (story height) _____

Use (offices, lab, mechanical room, parking, etc.) _____

Finished: Yes or No

School & Classroom Occupancies

- 157 Maint. Storage Bldg:** storage structure designed for closed storage and light maintenance of misc. equipment.
- 170 Institutional Greenhouse:** under 4,500 sq ft.
- 171 Institutional Greenhouse:** 4,500-9,000 sq.ft.
- 172 Institutional Greenhouse:** over 9,000 sq.ft.
- 367 Arts & Crafts Bldg:** includes rehearsal centers, performance and concert halls.
- 368 Classroom:** includes faculty offices and storage.
- 369 Commons:** admin areas, food areas, study/quiet areas, and hobby/game areas.
- 370 Gymnasium:** basketball court(s), lobby, locker/shower room, offices, other courts and storage.
- 371 Lecture Hall:** classrooms, auditorium and offices.
- 372 Library:** offices, reading areas, collection/exhibit areas, study cubicles, conf/meeting rms and audiovisual facilities.
- 373 Technical Trades Bldg:** large rooms for specialized education/voc training and classroom/lecture.
- 374 Multi-Purp Bldg:** designed for large audience/participation groups, gym-auditorium, cafeteria, offices/other rooms.
- 375 Phys Ed Bldg:** gymnasium, classrooms, large areas for intramural sports, demonstrations, exhibitions/informal rec.
- 376 Science Bldg:** lectures, demonstrations/audio presentations, labs, classrooms, admin offices and storage.
- 403 Shower Bldg:** shower and dressing facilities, saunas and/or steam rooms, offices and lockers.
- 426 Day Care Ctr:** reception, offices, conference/ lunch rm, restrooms/changing facility, kitchen and activity room.
- 432 Restroom Bldg:** restrooms, storage and limited snack bar sales area.
- 485 Natatorium:** specialized gymnasium-type structure for aquatic sports, swimming pool, locker room/ sauna.
- 486 Fieldhouse:** large gymnasium-type structure designed for indoor/outdoor sports and practice facilities.
- 488 Bookstore:** retail student sales and display, lounge area, storage and administrative offices.
- 598 Relocatable Classroom:** mobile/modular classroom structures with minimal finishes.
- 599 Relocatable Office:** mobile/modular office structures with minimal finishes.
- 600 Administrative Office:** administrative offices and meeting rooms.
- 700 Other Occupancy:** describe other uses of the building not listed above.

EXTERIOR WALLS

CIRCLE THE CORRECT ANSWER BELOW. If more than one applies, show the percentage of each next to the answer. Example: 807 Brick (20%) and 801 Adobe Block (70%) and 885 EIFS (10%)

Concrete-Masonry Walls: Bearing or Curtain

Brick

- 807 Brick, Solid
- 808 Brick, SCR Modular (6"-8")
- 805 Brick with Block Back-up
- 806 Brick with Clay Tile Back-up
- 810 Cavity Brick
- 811 Cavity Brick with Block Back-up

Block

- 801 Adobe Block
- 812 Concrete Block
- 804 Block with Stucco
- 803 Block with EIFS
- 814 Concrete Block, Slumpstone
- 815 Concrete Block, Textured Face
- 813 Concrete Block, Glazed
- 809 Cavity Concrete Block
- 821 Hollow Clay Block
- 826 Structural Clay Tile
- 820 Glass Block

Concrete

- 816 Concrete, Formed
- 819 Concrete w/ Stay-in-Place Forming
- 817 Concrete, Precast Panels
- 818 Concrete, Tilt-up

Stone

- 802 Ashlar Stone Veneer, Block Back-up
- 822 Rubble Stone Veneer, Block Back-up
- 823 Solid Granite Stone
- 824 Solid Limestone
- 825 Solid Local Stone

Curtain Walls

Glass

- 849 Metal and Glass Panels
- 850 Stainless Steel Panels
- 841 Bronze and Glass Panels
- 846 Glazed Atrium

Masonry

- 843 Concrete and Glass Panels
- 845 Glass Fiber Reinforced Concrete Panels
- 848 Masonry Panels

Studs

- 851 Steel Studs and Stucco
- 844 EIFS Panels
- 855 Wood Siding Panels
- 840 Aggregate Siding Panels

Stone

- 847 Stone Panels, Marble
- 852 Stone Panels, Granite
- 854 Stone Panels, Limestone
- 853 Stone Panels, Local Stone
- 842 Composite Stone Panels

Pre Engineered - Sandwich

- 865 Metal Sandwich Panels
- 866 Texture Covered Metal Sandwich Panels
- 861 Cold Storage Metal Sandwich Panels
- 862 Cold Storage Stainless Steel Sandwich Panels
- 864 Glass Exterior w/Metal Sandwich Panels
- 863 Fiberglass Sandwich Panels
- 860 Cement Fiber Sandwich Panels

Stud Walls

Siding

- 896 Wood Siding
- 894 Textured Plywood
- 887 Hardboard Siding
- 886 Hardboard Sheet
- 888 Metal Siding
- 895 Vinyl Siding
- 890 Shingles
- 880 Asphalt Siding
- 884 Cement Fiber Siding

Stucco

- 892 Stucco
- 885 EIFS

Masonry Veneer

- 882 Brick Veneer
- 883 Block Veneer
- 881 Ashlar Stone Veneer
- 889 Rubble Stone Veneer
- 893 Synthetic Masonry Veneer
- 891 Stresskin Sandwich Panel Additive

Single Wall

- 919 Rustic Log
- 918 Metal on Wood Frame
- 916 Metal on Steel Frame
- 917 Metal, Texture Covered on Steel Frame
- 912 Cement Fiber on Wood Frame
- 913 Cement Fiber on Steel Frame
- 914 Fiberglass Panels on Wood Frame
- 915 Fiberglass Panels on Steel Frame
- 921 Stucco on Wood Frame
- 922 Synthetic Plaster on Steel Frame (EIFS)
- 910 Boards on Wood Frame
- 911 Boards on Steel Frame
- 923 Wire Mesh on Wood Frame
- 920 Spaced Boards on Wood Frame
- 924 Interior Finish Liner Additive

Heating, Cooling and Ventilation

All heating, cooling and ventilation costs take into consideration all necessary ancillary components (ductwork, electrical, cooling towers, etc.) to support the system in question. Costs are averages of the cost ranges that might make up a system depending on the demand loads required by the occupancy, building design and/or climate encountered.

Circle one or more below. Show the percentage of each next to the answer.

Example: 601 Electric (25%) and 613 Hot and Chilled Water (75%)

- | | | | |
|-----|-----------------------|-----|--|
| 601 | Electric | 616 | Individual Thru-Wall Heat Pump |
| 602 | Electric Wall | 617 | Complete HVAC |
| 603 | Forced Air Unit | 618 | Evaporative Cooling |
| 604 | Hot Water | 619 | Refrigerated Cooling, Zoned |
| 605 | Hot Water, Radiant | 620 | Electric Panels |
| 606 | Space Heaters | 621 | Space Heaters, Radiant |
| 607 | Steam | 622 | Space Heaters, Steam Coil with Boiler |
| 608 | Steam Without Boiler | 623 | Space Heaters, Steam Coil without Boiler |
| 609 | Ventilation | 624 | Heat Pump, Ground Loop |
| 610 | Wall Furnace | 625 | Refrigerated Cooling, Packaged |
| 611 | Package Unit | 626 | Controlled Atmosphere, Conditioned Air |
| 612 | Warmed and Cooled Air | 627 | Controlled Atmosphere, Livestock |
| 613 | Hot and Chilled Water | 628 | Controlled Atmosphere, High Humidity |
| 614 | Heat Pump | 629 | Controlled Atmosphere, Warm/Cooled Air |
| 615 | Floor Furnace | 649 | No HVAC |

Note: Since the following occupancies have higher requirements for heating, cooling and ventilation, you should use HVAC type 617 (Complete HVAC) for their HVAC costs:

- | | | | |
|-----|------------------------------|-----|--------------------|
| 331 | Hospital | 448 | Cold Storage, Farm |
| 376 | Science Building (College) | 496 | Laboratory |
| 431 | Outpatient (Surgical) Center | 530 | Cafeteria |
| 447 | Cold Storage Facility | | |

BUILDING COMPONENTS

CIRCLE THE CORRECT ANSWER FOR EACH SECTION BELOW

Elevators

- 001 No Elevator in bldg
- 651 Passenger Elevators
- 652 Freight Elevators with Power Doors
- 653 Freight Elevators with Manual Doors
- 654 Man Lift
- 655 Escalator
- 656 Wheelchair Lift

Number of elevators:

Number of Stops per Elevator:

Sprinklers

- 001 No sprinklers in bldg
- 681 Sprinkler (do not know wet or dry): %
- 682 Dry Sprinklers: %
- 683 Wet Sprinklers: %

Show the Total Floor Area served (percentage of building or sq ft) for each type listed above.

Fire Alarm – Yes or No

Show the Total Floor Area served (percentage of building or square feet):

Mezzanines

- 001 No mezzanine in building
- 759 Mezzanine: Sq. Ft.
- 760 Mezzanines-Display: Sq. Ft.
- 761 Mezzanines-Office: Sq. Ft.
- 762 Mezzanines-Open: Sq. Ft.
- 763 Mezzanines-Storage: Sq. Ft.
- 765 Mezzanine, Classroom: Sq. Ft.

Show area (Square Feet) for each type listed above.

Balcony (Exterior) – Yes or No

Show area (Square Feet):