|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exact Street Address of office location [[1]](#footnote-1): |  | Town: |  | Zip Code |  |
|  |  |  |  |  |  |

Your agency’s occupancy type (check one - only the most prevalent):

Auditorium (18); Classroom (2); Day Care (33); Dormitory (10); Gym (12); Laboratory

(5); Maintenance Shop (6); Office (1); Retail (29); Staff Residence (11); Storage (3);

Vacant (4) Other - Describe:

Agency area is:  Sprinklered Not sprinklered at all

Building has a central station smoke detection system: Yes No

Building has a central station security system: Yes No

Building has an employee key card system: Yes No

**Replacement cost insurance desired: Contents $       Effective Date:**

**Questions? Call 287-3351**

**Either fax this form to 287-4008 or mail to:**

**State of Maine, Risk Management Division, 85 State House Station, Augusta, ME 04333-0085**

1. Post office boxes and rural route numbers are unacceptable. The 911 address is required. [↑](#footnote-ref-1)