



SESSION 2

List of Other Data and Information That May Be Needed for Strategic Property Planning

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| <input type="checkbox"/> A list of all major structures | <input type="checkbox"/> A brief written description of how the property and structures on it are used |
| <input type="checkbox"/> The most recent capital budget | <input type="checkbox"/> Recent annual operating costs for a property |
| <input type="checkbox"/> A long-term capital improvement plan or other summary of known capital improvement or major repair needs | <input type="checkbox"/> Summary information on major capital improvements completed in the recent past |
| <input type="checkbox"/> Floor plans or diagrams annotated to indicate current use | <input type="checkbox"/> Copies of recent appraisals |
| <input type="checkbox"/> Copies of land title surveys or other legal descriptions | <input type="checkbox"/> Copies of leases for spaces leased to outside groups |
| <input type="checkbox"/> Prior facilities studies or reports | <input type="checkbox"/> A schedule of fixed assets |
| <input type="checkbox"/> Information from previous attempts by the institute to identify alternative possibilities for the use of a property or major structure | <input type="checkbox"/> Property and casualty insurance coverage, including coverages and premiums |

