

**INSURANCE REVIEW CHECKLIST***Risk Management Review Checklist for Insurance Certificates  
For Construction and Construction Related Consultant Services Contracts*

Name of Contractor/Professional/Vendor \_\_\_\_\_

Project Name \_\_\_\_\_

Contract # \_\_\_\_\_ Project # \_\_\_\_\_ Date Contract Rec'd \_\_\_\_\_

Contract Type: \_\_\_\_\_ Construction \_\_\_\_\_ Design \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**Authorized Carriers***Authorized carriers must meet the following criteria: (1) AM Best Company rating of A- or greater, (2) financial score of VII or greater.*

- Carrier A Yes  No  Rating \_\_\_\_\_
- Carrier B Yes  No  Rating \_\_\_\_\_
- Carrier C Yes  No  Rating \_\_\_\_\_
- Carrier D Yes  No  Rating \_\_\_\_\_
- Carrier E Yes  No  Rating \_\_\_\_\_
- Worker's Comp Carrier Yes  No  Rating \_\_\_\_\_
- Disability Carrier Yes  No  Rating \_\_\_\_\_

**The insurance certificates provided comply with the contract documents and Schedule A:**

1.  Commercial General Liability (CGL)
  - a. Additional Insureds in accordance with Schedule A
  - b. Limits in accordance with Schedule A
  - c. Occurrence based policy
2.  Acord 855 Certificate of Liability Insurance Addendum has been reviewed and meets requirements.
3.  Automobile Liability
4.  Excess/Umbrella Liability (if applicable)
5.  Workers' Compensation and Disability
  - a. SUNY is listed as certificate holder
  - b. Campus verified coverage on the Workers Compensation Board Website
6.  Builder's Risk (for Construction)
7.  Contractors Pollution Liability
  - a. Additional Insureds in accordance with Schedule A
  - b. Limits in accordance with Schedule A
  - c. Policy is in addition to the CGL policy
8.  Professional Liability (for architecture and engineering)

\_\_\_\_\_  
Name and signature (Campus Representative)\_\_\_\_\_  
Date Reviewed

**BUILDER'S RISK INSURANCE BREAKDOWN**

*Instructions: This optional form may be used by the contractor to determine the total value of Builder's Risk Insurance required. Because certain aspects of the project are not insurable, those items do not have to be included in the total value of the builder's risk coverage.*

Date: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Project No.: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ \$ \_\_\_\_\_

Non-insurable items \_\_\_\_\_

(amounts to be determined from Contractor's approved breakdown):

1. Cost of the contractor's Performance and Labor and Materials Bonds \$ \_\_\_\_\_

2. Cost of trees, shrubbery, lawn grass, plants and the maintenance of same \$ \_\_\_\_\_

3. Cost of demolition \$ \_\_\_\_\_

4. Cost of excavation \_\_\_\_\_

5. Cost of foundations, piers or other supports which are below the undersurface of the lowest basement floors, or where there is no basement, which are below the surface of the ground. Concrete and Masonry Work \$ \_\_\_\_\_

6. Cost of Underground flues, pipes or wiring \$ \_\_\_\_\_

7. Cost of earthmoving, grading, and the cost of paving, roads, walks, parking lots and athletic fields \$ \_\_\_\_\_

8. Cost of bridges, tunnels, dams, piers, wharves, docks, retaining walls and radio and/or television towers and antennas \$ \_\_\_\_\_

Total Non-insurable items: \$ \_\_\_\_\_

Amount of Builder's Risk Insurance to be procured: \$ \_\_\_\_\_