



Job Aid IRM 02 Asset Types and Data Required for “Other Asset” BLLIP Entry

The State of Georgia Property Commission [SPC] maintains a database of all Real Estate owned or leased by the State of Georgia and its agencies. The Database is named the Buildings, Land & Leases Inventory of Properties [BLLIP]. KSU Facilities enters the Building data when a new building is completed and turned over to KSU. KSU’s Office of Insurance and Risk Management (IRM) reviews and updates this data at least annually including building replacement and content values The USG System office enters all Lease Data and IRM updates the content values annually at the minimum.

The State of Georgia and USG have requested that all institutions begin to use an additional classification in BLLIP called the Other Assets classification (tab). We have been asked to enter all structures that are NOT physically attached to a State Building. IRM should be provided this information from OFA-Asset Management along with any documents at the time the Asset is entered into PeopleSoft.

Here are a few examples of Other Assets: Stadium or Athletic Field Bleachers, Generators, Storage Tanks, Score Boards, Greenhouses, Gazebos, Boat Docks, Storage Trailers or buildings, Signs, Billboards, Bus Shelters, Viewing Towers, Customized grounds (i.e. Marching Band Practice Field), Field Houses, and any other KSU owned structure that is NOT physically attached to a building.

Below is a screen shot from BLLIP showing some of the general categories in which we will be asked to classify these assets. There is also a Comments field for details such as detailed descriptions, Vendor, Contract Number, etc.

The screenshot shows a web-based form for entering asset information. On the left, there are fields for 'Other Asset Name', 'Data Status', and 'Comments'. The main area is a list of asset types, with 'Kiosk, outdoor sign, marker, fencing/gate' selected. Below the list are 'Save' and 'Submit for' buttons.

Chassis Rotator
Clamp
Crane
Empty Handler
Forklift
Fueling Station
Spreader Bar
Transit Shed
Top Lift - Parts Authority
Over Height Attachment
Rubber Tired Gantry
Grain Dryer
Railroad Tracks Beds
Radio Tower
Boat Dock
Water Tower
Mobile Home / Trailer
Fire Tower
Electronic Toll Road Equipment
Generator
Furniture, Fixtures, and Equipment (insured contents only)
Boating, fishing, water sports facilities
Kiosk, outdoor sign, marker, fencing/gate
Non-structure, metered energy using system(s); i.e., security lights, camp sites
Outdoor recreation facility (e.g. BBQ pits, campgrounds, outdoor amphitheatre, etc.)
Radio antenna/towers



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The Screen shot below is the first tab of data required on each asset. The item used as an example has not been assigned an asset number yet because payment has not been issued but the asset number is very important for DOAS tracking of these assets.

Notice there are 4 tabs on the Other Assets page. The previous screenshot was part of the Additional Details tab. This screenshot is General Information.

The screenshot shows the BLLIP system interface. At the top, there are navigation tabs: All Assets, Leases, Buildings, Land, Other Assets (selected), Map, and Preferences. Below the tabs, there are search options: Search Other Assets and Search CRR/DOAS Other Assets. A legend indicates asset statuses: Needs Review (red), In Review (orange), Awaiting Approval (yellow), Approved (green), and Marked for deletion (black). The main content area is titled 'General Information' and contains the following fields:

- Entity: Regents, State Board of
- Sub-Entity: Kennesaw State University *has been saved*
- Other Asset Name: KSU Digital Sign / Billboard
- Data Status: Needs Review; Last Updated: 03/11/2016 at 13:34:55
- Data Status (RMS): Needs Review; Last Updated (RMS): --Unavailable--

Below the tabs, there is a section for 'Place your mouse pointer over any term that you need help with for a definition.' and a form with the following fields:

- Asset Owner: State of Georgia (dropdown)
- Asset Number: [empty]
- PeopleSoft Asset Number: [empty]
- Asset Name: KSU Digital Sign / Billboard
- Address: 3005 Busbee Drive
- City: Kennesaw (dropdown)
- State: Georgia (dropdown)
- Zip Code: 30144
- County: Cobb (dropdown)
- Location: [empty]
- Sub-Location: [empty]
- Latitude: 34.01385
- Longitude: -84.34245



Insurance and Risk Management

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The Valuation tab only requires the year that the asset was acquired

The RMS Information tab requires the replacement value of the asset. The example shown is for an asset that was just acquired so the replacement value and purchase price are likely the same but this is not the case for items that may be more expensive or less expensive to replace.

BLLIP

[All Assets](#) | [Leases](#) | [Buildings](#) | [Land](#) | **Other Assets** | [Map](#) | [Preferences](#)

Choose from the functions below:
[Search Other Assets](#)
[Search CSE/DO MR Other Assets](#)

Edit Icon Legend:
● Needs Review ● Approved
● In Review ● Marked for deletion
● Awaiting Approval
 Note: winner

Asset Details:
 BLLIP ID: 91136; Entity: Regents, State Board of; Sub-Entity: Kennesaw State University has been reviewed
 Other Asset Name: KSU Digital Sign / Billboard
 Data Status: Needs Review; Last Updated: 03/11/2016 at 13:34:53
 Data Status (RMS): Needs Review; Last Updated (RMS): --Unavailable--

[General Information](#) | [Additional Details](#) | **Valuation** | [RMS Information](#) | [Documents](#)

Place your mouse pointer over any term that you need help with for a definition.

Year Acquired:

BLLIP

[All Assets](#) | [Leases](#) | [Buildings](#) | [Land](#) | **Other Assets** | [Map](#) | [Preferences](#)

Choose from the functions below:
[Search Other Assets](#)
[Search CSE/DO MR Other Assets](#)

Edit Icon Legend:
● Needs Review ● Approved
● In Review ● Marked for deletion
● Awaiting Approval
 Data view: Standard RMS

[Quick List](#) | [Add Asset](#) | [Help](#)

1 Asset(s) in this list

- [List Results](#)
- [Refine Search](#)

Your search criteria:
 Subentity is Kennesaw State University

[KSU Digital Sign / Billboard](#)

Asset Details:
 BLLIP ID: 91136; Entity: Regents, State Board of; Sub-Entity: Kennesaw State University has been reviewed
 Other Asset Name: KSU Digital Sign / Billboard
 Data Status: Needs Review; Last Updated: 03/11/2016 at 13:34:53
 Data Status (RMS): Needs Review; Last Updated (RMS): --Unavailable--

[General Information](#) | [Additional Details](#) | **Valuation** | [RMS Information](#) | [Documents](#)

Place your mouse pointer over any term that you need help with for a definition.

Asset Name:	KSU Digital Sign / Billboard
Address:	3001 Busbee Drive
City:	Kennesaw
County:	Cobb
State:	Georgia
Zip Code:	30144
Longitude:	-84.34245
Latitude:	34.01395
Asset Type:	

Consolidated Customer ID:

Consolidated Customer Location:

Insured Asset Value:

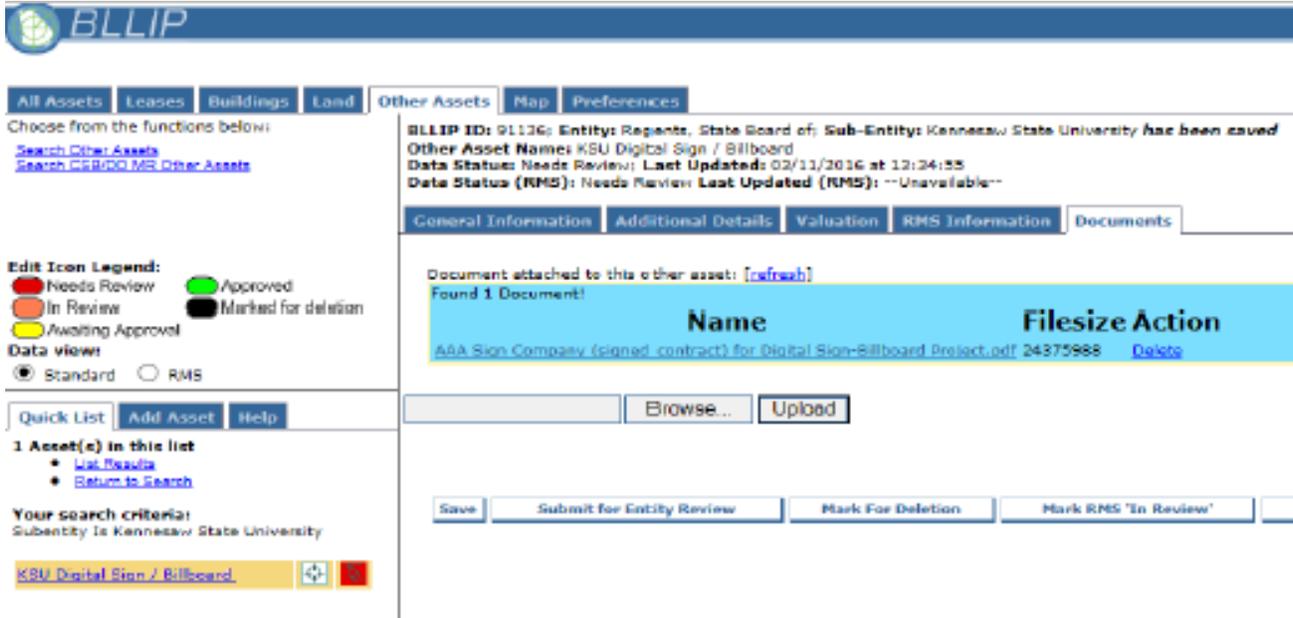
In CSE/DO MR Service Center? Yes No

[Save](#) | [Submit for Entity Review](#) | [Mark For Deletion](#) | [Mark RMS "In Review"](#)



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Finally, the Documents tab is used to upload any documents related to the asset such as photos, plans, sketches, contracts, appraisals or other pertinent information.



IRM will enter all of the required data into BLLIP once it has been received in our office. In the event any of these structures are destroyed or removed, kindly notify OERM in writing so that we may record the appropriate entries in BLLIP and remove insurance coverage.

For questions or comments regarding this process, please contact.

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