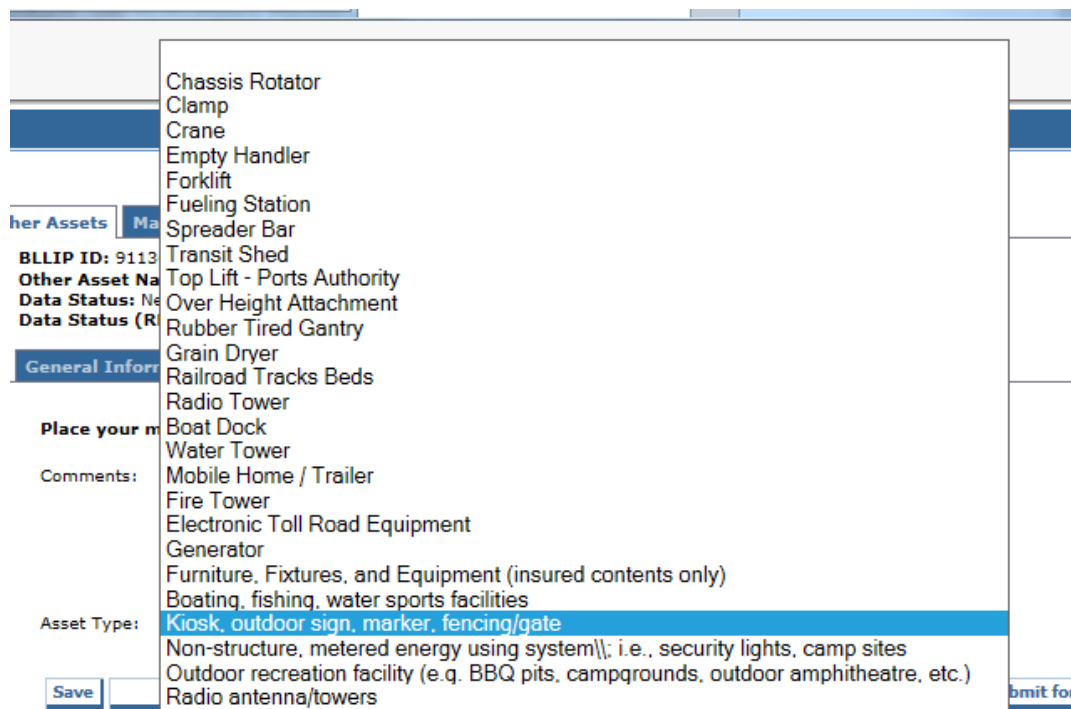


The State of Georgia Property Commission [SPC] maintains a database of all Real Estate owned or leased by the State of Georgia and its agencies. The Database is named the *Buildings, Land & Leases Inventory of Properties* [BLLIP]. KSU Facilities enters the *Building* data when a new building is completed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

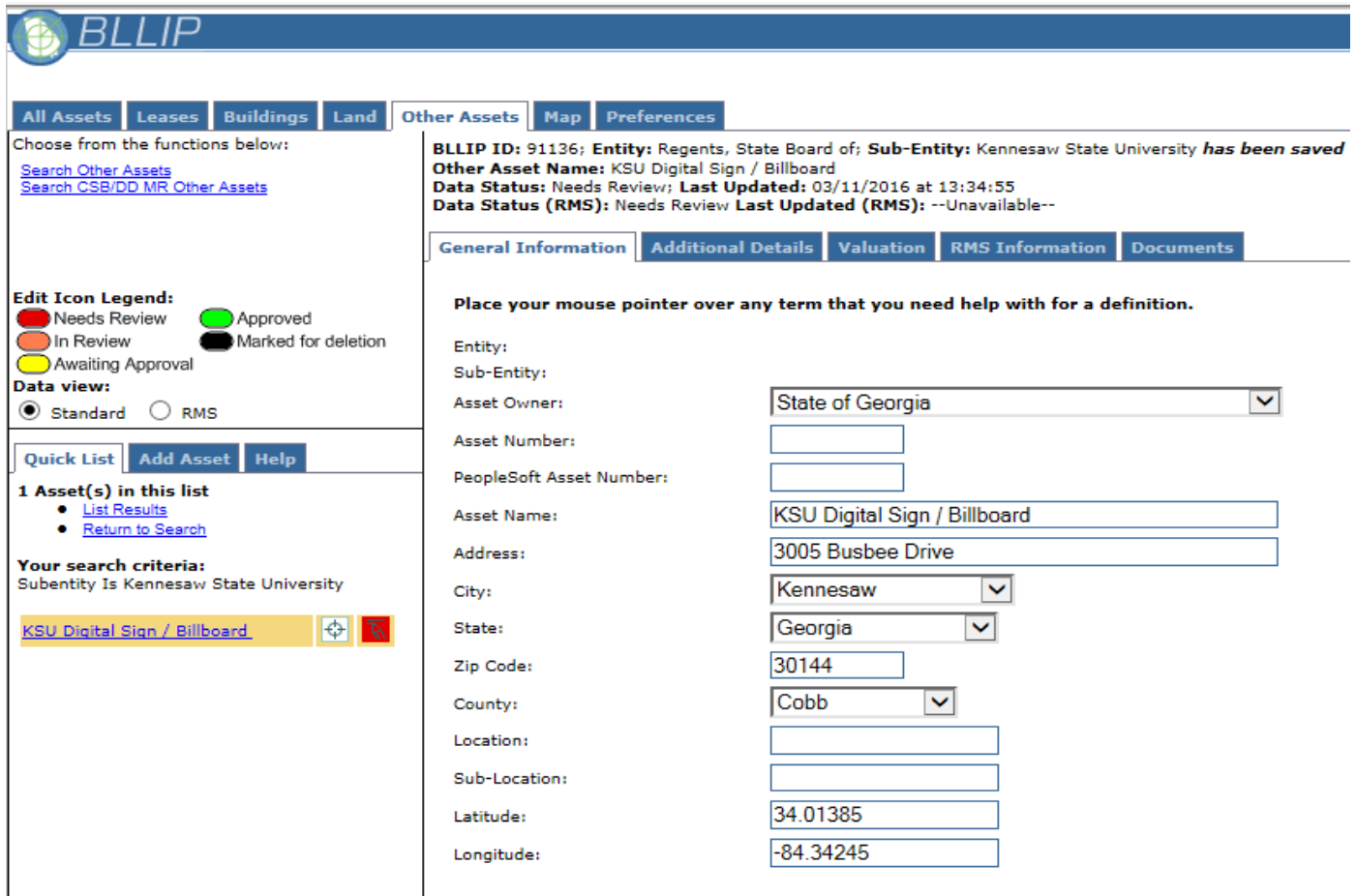
Below is a screen shot from BLLIP showing some of the general categories in which we will be asked to classify these assets. There is also a *Comments* field for details such as detailed descriptions, Vendor, Contract Number, etc.



Chassis Rotator
 Clamp
 Crane
 Empty Handler
 Forklift
 Fueling Station
 Spreader Bar
 Transit Shed
 Top Lift - Ports 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\; i.e., security lights, camp sites
 Outdoor recreation facility (e.g. BBQ pits, campgrounds, outdoor amphitheatre, etc.)
 Radio antenna/towers

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*.



BLLIP

All Assets | Leases | Buildings | Land | Other Assets | Map | Preferences

Choose from the functions below:
[Search Other Assets](#)
[Search CSB/DD 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](#)
- [Return to Search](#)

Your search criteria:
Subentity Is Kennesaw State University

[KSU Digital Sign / Billboard](#)  

BLLIP ID: 91136; **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--

General Information | Additional Details | Valuation | RMS Information | Documents

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

Entity:
Sub-Entity:
Asset Owner: State of Georgia

Asset Number:

PeopleSoft Asset Number:

Asset Name: KSU Digital Sign / Billboard

Address: 3005 Busbee Drive

City: Kennesaw

State: Georgia

Zip Code: 30144

County: Cobb

Location:

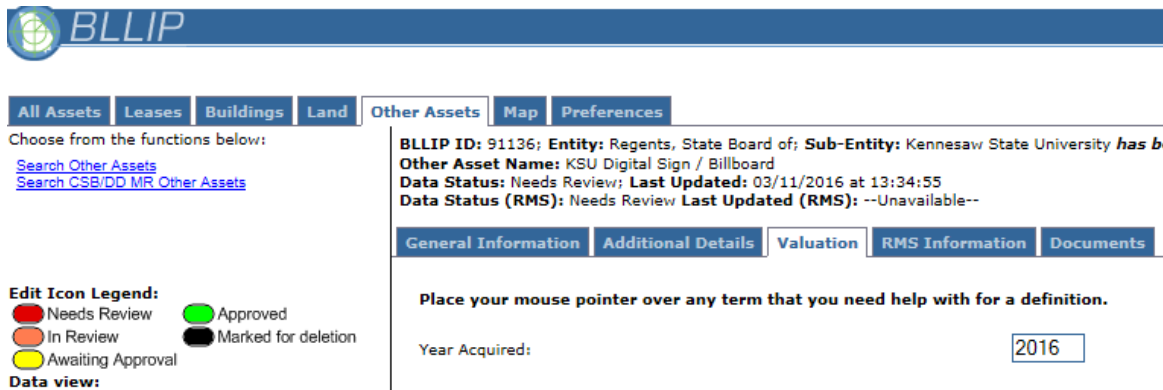
Sub-Location:

Latitude: 34.01385

Longitude: -84.34245

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 CSB/DD MR Other Assets](#)

BLIIP ID: 91136; **Entity:** Regents, State Board of; **Sub-Entity:** Kennesaw State University *has b*
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--

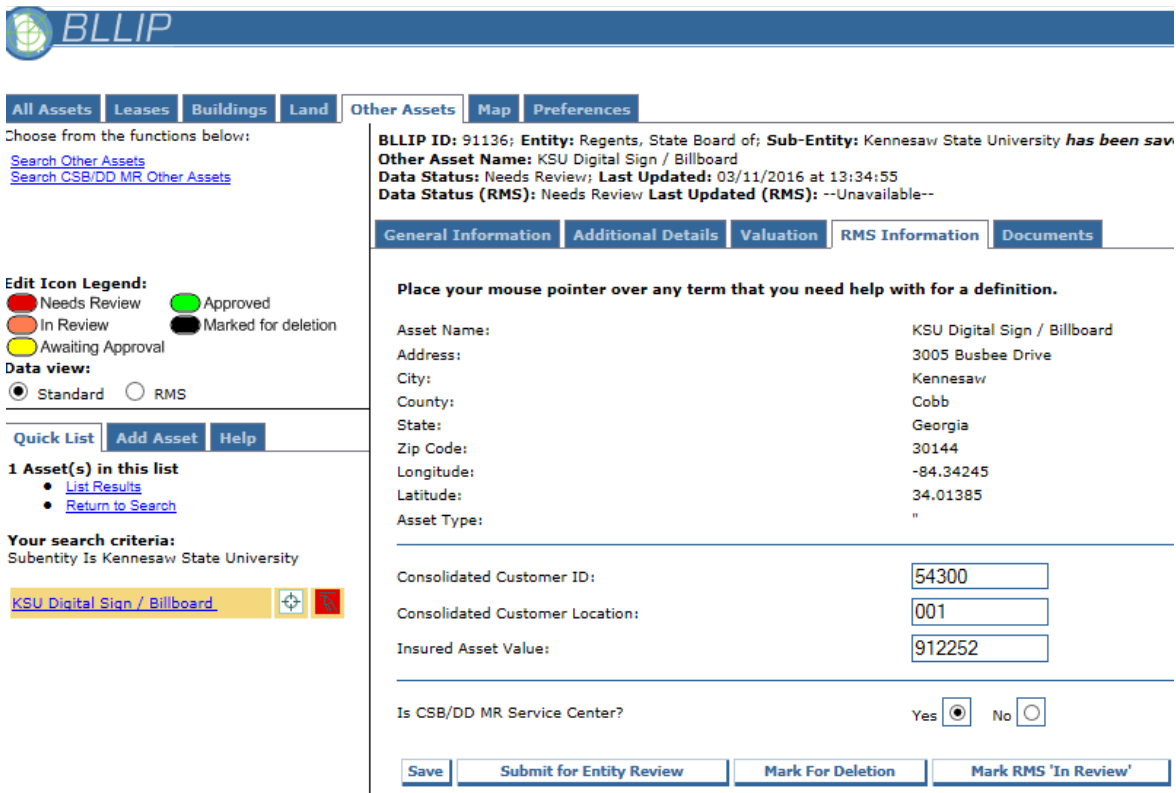
General Information | Additional Details | **Valuation** | RMS Information | Documents

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

Year Acquired:

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

Data view:



BLLIP

All Assets | Leases | Buildings | Land | **Other Assets** | Map | Preferences

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

BLIIP ID: 91136; **Entity:** Regents, State Board of; **Sub-Entity:** Kennesaw State University *has been sav*
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--

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:	3005 Busbee Drive
City:	Kennesaw
County:	Cobb
State:	Georgia
Zip Code:	30144
Longitude:	-84.34245
Latitude:	34.01385
Asset Type:	"

Consolidated Customer ID:	<input type="text" value="54300"/>
Consolidated Customer Location:	<input type="text" value="001"/>
Insured Asset Value:	<input type="text" value="912252"/>

Is CSB/DD MR Service Center? Yes No



Save Submit for Entity Review Mark For Deletion Mark RMS 'In Review'

Quick List | Add Asset | Help

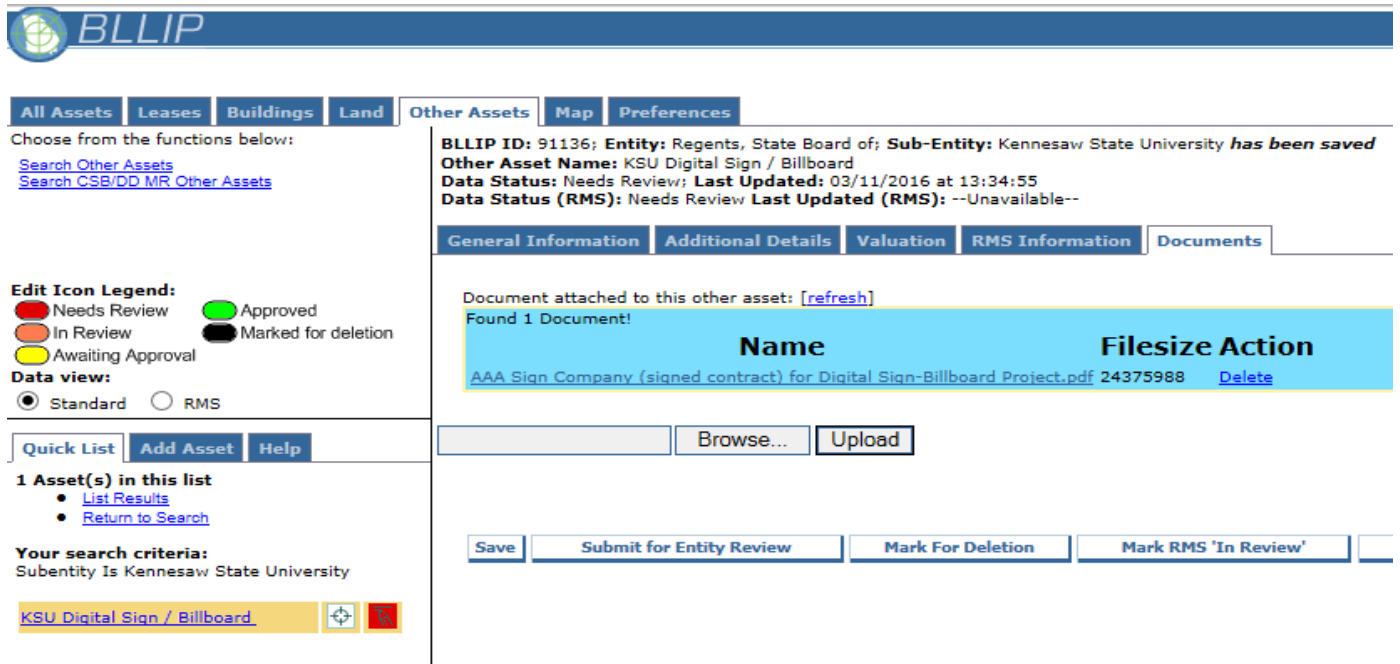
1 Asset(s) in this list

- [List Results](#)
- [Return to Search](#)

Your search criteria:
Subentity Is Kennesaw State University

[KSU Digital Sign / Billboard](#)  

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.



The screenshot shows the BLLIP web application interface. At the top, there is a navigation bar with tabs for 'All Assets', 'Leases', 'Buildings', 'Land', 'Other Assets', 'Map', and 'Preferences'. The 'Other Assets' tab is selected. Below the navigation bar, there is a search section with links for 'Search Other Assets' and 'Search CSB/DD MR Other Assets'. An 'Edit Icon Legend' is provided, showing icons for 'Needs Review' (red), 'Approved' (green), 'In Review' (orange), and 'Marked for deletion' (black). There are also radio buttons for 'Data view' set to 'Standard' and 'RMS'. A 'Quick List' section shows '1 Asset(s) in this list' with links for 'List Results' and 'Return to Search'. The 'Your search criteria' section shows 'Subentity Is Kennesaw State University' and a search result for 'KSU Digital Sign / Billboard'. The main content area shows the 'Documents' tab selected. It displays the asset details: 'BLLIP ID: 91136; Entity: Regents, State Board of; Sub-Entity: Kennesaw State University has been saved'. Below this, there are tabs for 'General Information', 'Additional Details', 'Valuation', 'RMS Information', and 'Documents'. The 'Documents' tab is active, showing a message 'Document attached to this other asset: [refresh]' and 'Found 1 Document!'. A table lists the document: 'AAA Sign Company (signed contract) for Digital Sign-Billboard Project.pdf' with a file size of '24375988' and a 'Delete' action. Below the table are buttons for 'Browse...' and 'Upload'. At the bottom, there are buttons for 'Save', 'Submit for Entity Review', 'Mark For Deletion', and 'Mark RMS 'In Review''.

OERM 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.

Janet H Nash

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