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

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 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.
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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