



MUSEUMS

Category: Government, Institutions and Utilities

SIC CODE: 8412 Museums

NAICS CODE:

712110 Museums

712120 Historical Sites

Suggested ISO General Liability Codes: 46427, 46426

Suggested Workers Compensation Codes: 7380, 8810, 9101

Description of operations: Museums are facilities designed for the collection and display of valuable, historical or educational items of public or private interest. While most museums are open to the public, some limit access to members and their guests. A museum may offer classes to the general public or to members. In addition to paid staff, most museums have a number of volunteer workers.

Property exposure to fire is limited; however, should a fire start, the potential for loss from fire, smoke or water damage is very high. Electrical wiring should be up to code and adequate for the museum's use. There should be fire prevention and detection devices. Sprinklers should be chemical-based instead of water-based to limit damage to rare or historical items. If lunchrooms, restaurants or cafeterias are located on the premises, all cooking exposures must be adequately protected and controlled. Additional fire exposure may result from woodworking or metalworking to build displays, cabinets and/or shelving. Valuation concerns and the ability to rebuild with like construction and quality may pose significant problems in buildings with unique architectural features.

Crime exposure is due to employee dishonesty and money and securities. Background checks must be run on all employees prior to hiring. All inventories must be regularly reviewed. Ordering, billing and disbursements must be separate duties. Extremely rare items must be locked, with limited access. All money must be deposited frequently and no money should be kept overnight.

Inland marine exposure is from computers, fine arts and valuable papers and records. Fine arts can include statuary, paintings, artifacts, valuable historical documents, rare or historical books and manuscripts. All of these pose significant risk management concerns as rare items may be irreplaceable. In order to be viewed, these must be on display, but visitors may include thieves or vandals. There must be enough separation to protect the items but enough viewing available to encourage patrons. Items should be appraised by qualified, qualified experts. Fire, vandalism, theft or other loss protection and security should be in place.

Computers are another major source of exposure as museum records are generally computerized. Records should be duplicated and kept offsite. If any items are used or taken off the premises, the exposure to loss increases as these can be damaged in transit or stolen. Security and overall property controls should also be in place for items that leave the premises for exhibition or are received from others to be displayed on the premises. If the library assumes responsibility for items of others, such as those used for an exhibition, bailees customers coverage should be considered.

Commercial Risk Summary – Government, Institutions & Utilities

Premises liability exposure is high due to public access to the facility. Public access must be restricted to only the items on exhibit. Other areas must be clearly marked for employees only. Public and life safety code compliance is very important. Good housekeeping is critical to preventing trips, slips and falls. Adequate lighting, marked exits and egress are mandatory. Steps must have rails, be well-lighted, marked and in good maintenance and repair. Parking areas should be maintained free of snow and ice. Children's activities are becoming an important service provided by some museums. If parents do not stay with their children, there must be adequate supervision. Background checks must be conducted on individuals regularly interacting with children. Security at the facility, as well as in the building, corridors and any owned parking area, needs to be carefully checked and reviewed.

Automobile exposure is normally low. If there is any transport of employees, guests, visitors or officials, the exposure increases. Training and prior record of drivers, as well as condition and maintenance of vehicles, are the primary items to consider.

Workers compensation exposure is normally low to moderate. The primary potential for injury is from back injury, hernia, slips and falls, strains or sprains. If, however, items of rare or high value are displayed, then there may be workers compensation exposures to security guards and employees from potential crime and theft. Good ventilation systems are needed to prevent exposure to dust and other allergens.

Minimum recommended coverage:

Building, Business Personal Property, Business Income and Extra Expense, Employee Dishonesty, Money and Securities, Accounts Receivable, Computers, Fine Arts, Valuable Papers and Records, General Liability, Cyber Liability, Employee Benefits, Directors and Officers Liability, Umbrella, Hired and Nonownership Auto, Workers Compensation

Other coverages to consider:

Computer Fraud, Forgery, Bailees Customers, Employment-related Practices, Business Auto Liability and Physical Damage, Stop Gap Liability

Commercial Risk Checklist – Government, Institutions & Utilities

Agent: The coverages listed below are suggested for consideration for government, institutions and utilities. After evaluating each of the listed coverages, check the recommended blank by those that apply specifically to this client. Make sure both the exposure and the coverage are explained to the client.

Client: For each of the coverages that the agent has recommended, initial whether you have chosen to accept or reject that coverage in the blanks provided.

PROPERTY COVERAGES

	Recommend	Accept	Reject	Not Applicable
Building and Personal Property Coverage Form				
Building	_____	_____	_____	_____
Business Personal Property	_____	_____	_____	_____
Personal Property of Others	_____	_____	_____	_____
Improvements and Betterments	_____	_____	_____	_____
Building and Personal Property Coinsurance				
Percentages None 80% 90% 100%	_____	_____	_____	_____
Bldg ___ ___ ___ ___	_____	_____	_____	_____
BPP ___ ___ ___ ___	_____	_____	_____	_____
PPO ___ ___ ___ ___	_____	_____	_____	_____
I&B ___ ___ ___ ___	_____	_____	_____	_____
Alternatives to Coinsurance				
Agreed Value	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

Functional Replacement Cost	_____	_____	_____	_____
Peak Season	_____	_____	_____	_____
Reporting Form	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

Optional Property Coverage Forms

Builders Risk	_____	_____	_____	_____
Commercial or Manufacturers Output Policy	_____	_____	_____	_____
Condominium-Unit-owners Coverage	_____	_____	_____	_____
Equipment Breakdown	_____	_____	_____	_____
Legal Liability	_____	_____	_____	_____
Standard Property Policy	_____	_____	_____	_____

Optional Property Endorsements

Additional Debris Removal	_____	_____	_____	_____
Ordinance or Law	_____	_____	_____	_____
Outdoor Trees, Shrubs and Plants Enhancement	_____	_____	_____	_____
Replacement Cost Valuation	_____	_____	_____	_____
Spoilage	_____	_____	_____	_____
Utility Services-Direct Damage	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

Other Property Options

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TIME ELEMENT COVERAGES

	Recommend	Accept	Reject	Not Applicable
Business Income With Extra Expense Coinsurance Percentage ____	_____	_____	_____	_____
Business Income Without Extra Expense Coinsurance Percentage ____	_____	_____	_____	_____
Extra Expense	_____	_____	_____	_____
Leasehold Interest	_____	_____	_____	_____
<i>Alternatives to Coinsurance</i>	_____	_____	_____	_____
Agreed Value	_____	_____	_____	_____
Maximum Period of Indemnity	_____	_____	_____	_____
Monthly Limit of Indemnity	_____	_____	_____	_____
Premium Adjustment	_____	_____	_____	_____

Optional Time Element Endorsements

Commercial Risk Checklist – Government, Institutions & Utilities

Business Income from Dependent Properties	_____	_____	_____	_____
Ordinance or Law Increased Period of Restoration	_____	_____	_____	_____
Utility Services	_____	_____	_____	_____

Other Time Element Coverages

	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

PROPERTY AND TIME ELEMENT CAUSES OF LOSS

	Recommend	Accept	Reject	Not Applicable
Bldg BPP PPO BI EE				
Basic _____	_____	_____	_____	_____
Broad _____	_____	_____	_____	_____
Special _____	_____	_____	_____	_____
Earthquake _____	_____	_____	_____	_____
Flood _____	_____	_____	_____	_____

Other Cause of Loss Endorsements

Commercial Risk Checklist – Government, Institutions & Utilities

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INLAND MARINE COVERAGES

	Recommend	Accept	Reject	Not Applicable
Accounts Receivable	_____	_____	_____	_____
Animal Mortality	_____	_____	_____	_____
Bailees Customer	_____	_____	_____	_____
Builders Risk	_____	_____	_____	_____
Broadcasting Tower/Equipment	_____	_____	_____	_____
Commercial Articles	_____	_____	_____	_____
Contractors Equipment	_____	_____	_____	_____
Difference In Conditions – DIC	_____	_____	_____	_____
Electronic Data Processing	_____	_____	_____	_____
Film	_____	_____	_____	_____
Fine Arts	_____	_____	_____	_____
Goods in Transit	_____	_____	_____	_____
Installation	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

Signs (Neon and Electric)	_____	_____	_____	_____
Theatrical Property	_____	_____	_____	_____
Valuable Papers and Records	_____	_____	_____	_____

Other Inland Marine Coverages

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CRIME COVERAGES

Recommend Accept Reject Not Applicable

Money, Securities and Other Property

Employee Dishonesty	_____	_____	_____	_____
Including Customer's Goods	_____	_____	_____	_____
Computer Fraud	_____	_____	_____	_____
Destruction of Electronic Data or Programs	_____	_____	_____	_____
Extortion	_____	_____	_____	_____
Forgery or Alterations	_____	_____	_____	_____
Identity Fraud Expense	_____	_____	_____	_____
Kidnap and Ransom	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

Lessees of Safe Deposit Boxes _____

Telephone Toll Fraud _____

Unauthorized Reproduction of Computer Software by
Employees _____

Money and/or Securities Only

Theft, Disappearance and Destruction _____

Robbery and Safe Burglary _____

Securities Deposited With Others _____

Property other than Money and Securities

Premises Burglary _____

Premises Theft _____

Robbery and Safe Burglary _____

Other Crime Coverages

Commercial Risk Checklist – Government, Institutions & Utilities

LIABILITY COVERAGES

	Recommend	Accept	Reject	Not Applicable
Commercial General Liability				
Occurrence Basis	_____	_____	_____	_____
Claims-Made Basis	_____	_____	_____	_____

Optional Liability Coverages

Cyber Liability	_____	_____	_____	_____
Directors and Officers	_____	_____	_____	_____
Employee Benefits	_____	_____	_____	_____
Employment-related Practices	_____	_____	_____	_____
Liquor	_____	_____	_____	_____
Owners and Contractors Protective	_____	_____	_____	_____
Railroad Protective	_____	_____	_____	_____
Special Events	_____	_____	_____	_____

Other Liability Coverages

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

BUSINESSOWNERS POLICY

PROFESSIONAL AND E&O LIABILITY COVERAGES

COMMERCIAL AUTO COVERAGES

Recommend Accept Reject Not Applicable

Liability

Physical Damage

Hired Cars

Non-Ownership Auto

P.I.P./No-Fault

Optional Automobile Coverages

Garagekeepers

Medical Payments

Uninsured Motorists

Underinsured Motorist

Other Auto Coverages

Commercial Risk Checklist – Government, Institutions & Utilities

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

WORKERS COMPENSATION COVERAGES

	Recommend	Accept	Reject	Not Applicable
Workers Compensation and Employers Liability	_____	_____	_____	_____
Stop Gap or Employers Liability Coverage	_____	_____	_____	_____
Federal Employers Liability Act	_____	_____	_____	_____
Longshore and Harbor Workers Coverage	_____	_____	_____	_____
Voluntary Compensation	_____	_____	_____	_____

Other Workers Compensation Endorsements

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EXCESS LIABILITY COVERAGES

	Recommend	Accept	Reject	Not Applicable
Umbrella Policy	_____	_____	_____	_____
Excess Liability Policy	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

AVIATION COVERAGES

Aircraft Policy	_____	_____	_____	_____
Hangarkeepers Legal Liability	_____	_____	_____	_____
Passenger Liability	_____	_____	_____	_____

OCEAN MARINE COVERAGES

Hull Coverage	_____	_____	_____	_____
Liability (P&I) Insurance	_____	_____	_____	_____
Marina Owners Liability	_____	_____	_____	_____

SPECIALTY COVERAGES

Camp Insurance	_____	_____	_____	_____
Educators Legal Liability	_____	_____	_____	_____
Electronic Data Liability	_____	_____	_____	_____
Environmental Impairment Liability Policy	_____	_____	_____	_____
Fiduciary Liability Insurance	_____	_____	_____	_____
International/Foreign Operations Insurance	_____	_____	_____	_____
Media/Communication Liability	_____	_____	_____	_____
Rain or Weather Insurance	_____	_____	_____	_____

Commercial Risk Checklist – Government, Institutions & Utilities

Terrorism Insurance _____

Underground Storage Tank Liability – UST _____

Other Specialty Coverages

BONDS

License and Permit Bond _____

Public Official Bond _____

Other Bonds

OTHER OPTIONS

Comments

Commercial Risk Checklist – Government, Institutions & Utilities

I certify that I have reviewed my coverage needs in accordance with this checklist with my agent and I have accepted or rejected the recommended coverages as indicated by my initials in the spaces above.

_____ Signature of Client _____ Date

_____ Title

I certify that I have reviewed the coverages outlined in this checklist with my client and that the initials of the client indicate the acceptance or rejection of the coverages recommended.

_____ Signature of Agent _____ Date