



225 Lennon Lane, Suite 200
Walnut Creek, CA 94596
June 29, 2011

Ms. Suki Chang
Office of the Executive Vice Chancellor
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402

Dear Ms. Chang:

I would like to thank Richard Inokuchi and Tony Gulli for meeting with me on June 10, 2011 at **Skyline College** located at 3300 College Drive, San Bruno, CA. During the visit, we toured the campus and also discussed your risk management program in relation to your Property insurance coverage. This letter summarizes my visit and provides my findings.

This visit consisted of:

- A discussion of your operations and safety management programs relating to property loss control.
- A survey of your facility and operations to observe conditions and verify that management policies and procedures are effective in controlling hazards, conditions and providing protection relating to property loss control.
- Witnessing tests of automatic sprinkler systems.
- A closing conference to review the property protection recommendations developed for your facility.

Property Loss Control Programs

We discussed safety management programs relating to property loss control during this survey. These included hot work permits, smoking controls, inspection and testing of fire protection equipment, handling of impairments to the automatic fire protection equipment and business operations contingency planning.

Physical Survey

Mr. Gulli and I walked through primary areas of the campus with a general emphasis on building construction, building and equipment maintenance, and property conservation. We focused on the newer and higher-valued structures including Building 4 Multicultural / Cosmetology; Building 5 Library / Learning Resource; Building 6 Student Community Center; Building 7A Science Annex; and Building 1 Theater / Gallery.

General housekeeping and building & equipment maintenance are excellent overall. However we noted one item that should be given your attention. The fixed fire suppression system in Building 6 kitchen is overdue for its semiannual inspection and should be serviced as outlined in Recommendation 11-01 below.

Tests of Automatic Sprinkler Equipment

We witnessed testing of the main drains on your automatic sprinkler systems conducted by Siemens. Test results indicated there were no] obvious obstructions in the water mains supplying these systems.

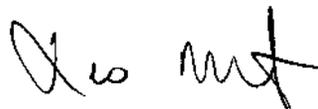
NEW RECOMMENDATIONS

11-01 Bldg 6 - Kitchen Fire Suppression System Maintenance

To maintain good working condition, the automatic fixed fire suppression system protecting the kitchen cooking area in Building 6 Dining Hall should be serviced at least semiannually by properly trained and qualified persons.

I appreciate the courtesy extended during my visit. If I can be of further assistance, please contact me. Thank you for choosing Travelers.

Sincerely,

A handwritten signature in black ink, appearing to read "Leo Montero".

Leo Montero, CSP, CFPS
Senior Risk Control Specialist
925-945-4096
LMonter1@Travelers.com

This survey was completed on behalf of one or more of the following companies: Travelers Property Casualty Company of America, The Travelers Indemnity Company of Connecticut, The Travelers Casualty and Surety Company, Travelers Casualty Insurance Company of America, The Travelers Casualty Company of Connecticut, or St Paul Fire and Marine Insurance Company. Please refer to the declarations page of your policy for the specific company or companies.

VISIT OUR WEB SITE

As a valued customer, be sure to take advantage of our Risk Control Web site, travelers.com/riskcontrol.

By [registering](#), you gain access to more than 1,500 valuable resources and tools. Here are just a few noteworthy products available for your use:

- Travelers Virtual Risk ManagerSM, an online self-assessment tool that helps identify safety performance gaps and delivers a customized action plan to assist in addressing safety needs
- TravSourcesSM, collections of safety and risk management resources packaged by industry or topic
- TravCoursesSM, a wide selection of classroom, Webinar and computer-based training courses, as well as multimedia products, many of which are provided at no cost

For a comprehensive look at all the features of our Web site, [click here](#).

This report is based upon the information supplied by customer personnel and/or on the conditions and practices observed at the time of the visit. The report may not list all unsafe conditions and practices; others may exist. This report is not an endorsement of and it may not be used to endorse or promote any practices, procedures, or products. The survey activities or any recommendations in this report are designed to assist the customers named in the report in the management of their own safety activities and should not be construed as legal advice. The responsibility for making changes in the operations, procedures, or for implementing any recommendations is the customer's. All warranties are hereby disclaimed and no liabilities are assumed to any party for any damages that may arise from the use of or reliance upon information contained in this report. This report does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued, nor is it a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law.

000A-99GWZS
Business Unit: HOP
SAI: 5661T0122
LocID: 04-081-01538

Distribution:

Orig: via email: chang@smccd.edu

- 1 email : Carol Wells, Vice President
SRS LLC INS SERVICES
carol_wells@specialtyrisksolutions.com
- 1 email : Tony Gulli, Chief Maintenance Engineer
San Mateo County Community College District
gullia@smccd.net
- 1 email : Richard Inokuchi, Facilities Operations Manager
San Mateo County Community College District
inokuchir@smccd.edu
- 1 email : Mark Boragno, Account Executive
Travelers
mboragno@travelers.com
- 1 email : Melania Tarifa
MTARIFA@travelers.com

