

To: Users of the Marshall & Swift/Boeckh Commercial XNet Building Replacement Cost Valuation System

From: AIG Programs Loss Control Staff

Subject: Getting Started with the Xnet System

**Some Suggestions and Observations:**

1. You can create replacement cost estimates using either the CE (Commercial Estimator) Profile or the CE Profile Wizard. The Wizard is best used for simple ,single building risks. Note that the Wizard does not have provisions to value basements and, while it can add the value of an automatic sprinkler system, it cannot add the cost of an automatic fire alarm system.
2. When you create a new Commercial Estimator Profile, the first screen has an entry box labeled "Quote Expires." Marshall and Swift will hold Profiles on their server for three months and then purge them, unless you change the "Quote Expires" date. You can change this date to virtually any date in the future. If you want to maintain this profile for the purposes of next year's policy renewal, the "Quote Expires" date should be changed to the expiration date of the policy for which you are completing the ITV.
3. One of the advantages of the Xnet system over earlier versions of the Commercial Estimator is the fact that you can easily reflect both mixed occupancies and mixed construction in a building. While one alternative is to create a separate "section" for each different occupancy and/or type of construction, it is easier to work within one "section" and utilize percentage breakdowns to reflect these differing areas. Where you have significantly different occupancies within a building and/or significant differences in construction type, the more you can realistically reflect these differences within the profile, the more accurate and representative your building costs will be.
4. If you have a building of one occupancy type, but with varying types of construction, you can reflect that by breaking down the "section" that represents that building by percentages, indicating the relative percentage of total area of the building represented by each type of construction, but entering the same occupancy for each .
5. When adding a basement, you are asked to select an occupancy prior to being able to select the most appropriate type of basement occupancy. This first occupancy will generally be the occupancy assigned to the first floor area above the basement area.
6. When you have a multiple building risk, you can utilize one section for each building, breaking down each section by percentages as necessary to reflect multiple occupancies or construction types within an individual building. The heading for each section can be edited, i.e. – Section 1 can be edited to read "Building 1 – (enter whatever the appropriate description would be.) This way, if for example you have a four building risk, the Detail Report printed at the end of the process will, on one report, list each building individually with construction, occupancy and cost information and will provide an Insurable Replacement Cost for each building.

7. If your application information provides you with specific information as to heating, ventilation and air conditioning, the CE Profile allows you to select HVAC systems reflecting that specificity. If you do not have that specific information, you need not select any HVAC options and the system will automatically default to HVAC systems typical of the occupancies in the geographical region where the building is located.
8. The Xnet program requires that you provide height in stories of the building and story height. Height in stories refers to the maximum height in stories above grade or basement level. Story height refers to the average wall height per story, not the total height of the building. If your application or survey report gives you specific information related to story height, utilize that information. If it does not, the system will automatically default to a story height that is typical of that occupancy type. When in doubt, let the system default.
9. If your application provides you with insufficient information to accurately complete a profile, you can request that the necessary field data be collected by Regional Reporting, utilizing a Marshall & Swift Field Entry Data form I have provided to them, identified as the LEXITV form. To get this form completed, you must check off **ITV** on the Regional Reporting "Request for Service and indicate under "Special Instructions" the buildings for which you want the LEXITV form completed.