

PROCEDURES IN THE EVENT OF PROPERTY DAMAGE

A. Protect the property from further damage using reasonable care, and as economically as possible.

Please save copies of receipts for building materials used to protect property. All receipts will be required in order to process property damage claims on behalf of the University.

B. Notify:

1. The Department of Environmental Health and Safety & Risk Management Services at Fax # 305-348-3574 regarding damage to building contents (See Content Loss Report Form, page 26)
2. The Customer Service Center at 305-348-4600 (UP), 305-919-5567 (NC), regarding damage to building components (See Post Disaster Damage Assessment Form, page 24)

C. Compile an inventory of damaged contents.

List damaged or destroyed property by State Inventory Number, date acquired, the acquisition cost, and general condition prior to the loss. A worksheet is provided for your convenience (See page 26). Where possible please attach copies of purchase orders and invoices to substantiate acquisition costs.

D. Claim Documentation.

The documentation required for a claim to be paid consists of a copy of the repair or replacement invoice, a copy of the purchase order and a copy of the University payment voucher applicable for each item. Documentation must be such that a clear determination can be made of what was repaired or replaced and the associated costs.

Recommended Photographic Documentation.

As soon as conditions allow, a thorough photographic documentation of content damage should be accomplished using still photos, in as large a format as is possible. Video taping is also useful. (When video taping, use adequate natural or artificial lighting and move very slowly across all portions or typical examples of the damage). In both still photography and video taping it is very important to document the damage from as many angles and perspectives as possible, prior to any emergency repairs or cover-up.

In the event damage is caused by a wide spread incident such as hurricane or flooding, a University or Department of Insurance inspection team may not have an opportunity to inspect your department for several days or even weeks, and emergency repairs or cover-up may be necessary to avoid additional damage. When emergency repairs are carried out in order to protect property or to prevent further damage, photographic documentation of these temporary repairs will be very useful in conveying the full extent of the damage and repairs.

CONTENT LOSS REPORT FORM

All equipment or furniture damaged (beyond salvage), must be declared surplus and handled accordingly.

#	Item Description (e.g. 5 drawer file cabinet)	FIU Tag #	Location of item at the time of Loss: (Bldg./ Rm. #)	Purchase Cost at the time of acquisition	Purchase Date	Attach Copy of Purchase Order; Invoice; or PO #	Dept. Acc. # *	Item condition prior to loss: Good / Fair/ Damaged	Item Damaged or Destroyed	Estimate of Repair or Replacement cost	Current location of Item
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(m)
1.											
2.											
3.											
4.											
5.											

**Department account is the account from which purchase of the item was made.*

Information prepared and submitted by _____ (Name) _____ (Extension)

PLEASE RETURN COMPLETED FORMS TO THE EH&S&RMS DEPARTMENT.

(a) Label any pictures of the damaged property with the same item number assigned on the form.

(b) Name and briefly describe the item.

(d) Record the 12 digit FIU tag #, as it appears on the items, or your property control inventory record. If an item does not bear an FIU Tag #, identify the manufacturer and list the serial number of the item using the prefix SN to denote Serial Number.

(e) State the location of the item at the time of the loss.

(h) The purchase order # is extremely important as it provides partial proof of purchase.

(j) Write either destroyed or damaged

- *"Destroyed" applies to items which are damaged beyond repair and must be surplussed.*

- *"Damaged" applies to items which can be repaired.*

(l) Provide an estimated repair or replacement cost. If you have written quotes, please submit a copy.

(m) If damaged property has been relocated, please give current location.