

**Florida International University**  
**Building Content Loss Report Form**



**DEPARTMENT NAME:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_ **SUITE/ROOM** \_\_\_\_\_

**Information prepared and submitted by:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
*Print Name* *Signature*

*All equipment or furniture damaged (beyond salvage), must be declared surplus and handled accordingly.  
 Please do not discard University owned property. The appropriate form is attached for your use.*

**PLEASE RETURN COMPLETED FORMS TO THE EH&S&RMS DEPARTMENT IN THE SELF ADDRESSED ENVELOPE**

Item # (a)	Item Description (e.g. 5 drawer file cabinet) (b)	FIU Tag # (c)	Location of item at the time of Loss: (Bldg./ Rm. #) (d)	Purchase Cost at the time of acquisition (e)	Purchase Date (f)	Attach Copy of Purchase Order; Invoice; or PO # (g)	Dept. Acc. # * (h)	Item condition prior to loss: Good/Fair/Damaged (i)	Item Damaged or Destroyed (j)	Estimate of Repair or Replacement cost (k)	Current location of Item (m)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

EXPLANTION OF TERMS USED IN TABLE:

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

*(a) Label any pictures of the damaged property using the page and item number, as described above. Department's provided with disposal camera's are required to return claim forms with photographs developed and property numbered*

*(b) Name and briefly describe the item. Items such as office supplies can be lumped together; however subsequent verification will be required based on latest purchase of supplies of the location where supplies were located at the time of the loss*

*(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. This information is important to FEMA and the Division of Risk Management in validating the loss reports submitted by the University*

*(h) The purchase order # is extremely important as it provides partial proof of purchase. Claims will not be accepted or processed without proof of purchase cost*

*(j) Write either destroyed or damaged*

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

*(k) Provide an estimated repair or replacement cost. If you have written quotes, please submit a copy. Estimates must be identified with the item number in the upper right hand corner.*

*(m) If damaged property has been relocated, please provide the current location. Storage at alternate locations for 30 days or more must be reported to the EH&S insurance office at 305-348-7960.*