



Guidelines For Reporting Property Losses

- N**otify - make sure all appropriate University departments are notified (i.e. Police Services, OPP, etc.)
- P**rotect - assure all University and non-university property are protected from further damage and make temporary repairs as necessary
- M**itigate - minimize the financial impact to your department or college by using alternate space and existing, workable equipment and supplies
- D**ocument - start collecting all information necessary to support the department's or college's property loss.

Please complete the "Property Loss Report" and return to the Risk Management Office. Take photographs, if possible, prior to the removal of any debris. The photographs should accompany the loss report. Digital photographs may be e-mailed to jhw39@psu.edu.

Separate damaged from undamaged property. **DO NOT THROW ANYTHING OUT.** Secure damaged property in a safe area.

Retain all invoices, time sheets, etc., to ensure that all costs are captured and are attributable to the loss, and to prevent an overlapping of normal costs with these expenditures. Contact appropriate manufacturer services representative if necessary.

Retain any piece of equipment or other property, which may be the cause of the loss.

If you have any questions, please do not hesitate to contact the Claims Specialist in the Risk Management Office at (814) 863-5539.



THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND RETURNED TO THE

OFFICE OF RISK MANAGEMENT – 103 RIDER BUILDING – UNIVERSITY PARK, PA 16801
Phone (814) 863-5539 Fax (814) 865-4029

Department/College: _____ Date of Loss/Time: _____

Contact Person: _____ Phone No.: _____ E-Mail: _____

Description of Incident: _____

Nature of Loss (choose one)

Water _____ Fire _____ Storm _____ Electrical Surge _____ Robbery & Theft _____

Other (explain) _____

Notifications (check)

Police Services _____ Indicate Incident No.: _____ EH&S _____ Indicate Name: _____

OPP _____ Indicate Work Order No.: _____ Indicate Name: _____

Location

Building _____ Floor(s) _____ Rooms/Offices _____

Other _____

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Please forward photographs along with this report. Photographs should be e-mailed to jhw39@psu.edu.

*****All losses are subject to a \$25,000 deductible*****

Signature _____ Phone No.: (____) _____ E-mail _____