



The University of Tennessee Property Claim Packet – Instructions

Electronic version of Property Claim Packet is
available at <http://riskmanagement.tennessee.edu>

Office of Risk Management
505 Summer Place - UTT 1048C
Knoxville, TN 37902

Phone: (865)974-5409
Fax: (865) 974-0936
Email: riskmanagement@tennessee.edu
Website: <http://riskmanagement.tennessee.edu>

IN THE EVENT OF PROPERTY DAMAGE CONTACT THE APPLICABLE DEPARTMENT(S) AS FOLLOWS: UTPD- security assistance & crime reporting; Facilities Services - building damage and clean up; Environmental Health and Safety - hazardous materials, potential mold etc.; OIT electronic equipment impacted; Risk Management - claims process.

PREVENT FURTHER DAMAGE (e.g. move items from water) and **PRESERVE EVIDENCE** of cause of the loss and damaged items by photographing and retaining all items until Risk Management approval to surplus or discard is obtained.

REPORTING and CLAIM SUBMISSION REQUIREMENTS

WITHIN 3 days of the incident and in order to establish your department's claim, you must submit columns 1 and 2 of the **Property Claim Packet – Damaged Property Spreadsheet** to riskmanagement@tennessee.edu or fax to: (865) 974-0936.

Late reporting may result in denial of coverage.

WITHIN 6 MONTHS of the incident or conclusion of theft investigation: you must submit the pertinent documents listed below. Risk Management may modify these requirements for particular claims. Replacement expenditures of stolen items recovered by the police are not eligible for settlement. **If your documentation is not received by the 6-month claim deadline date your department's claim will be closed.**

DOCUMENTS

Property Claim Packet – Damaged Property Spreadsheet should be used for repaired or replaced University-owned items. Submit the spreadsheet with the following documentation listed by column numbers:

3. Copy of original University purchase documents for damaged items, if replacement involved, as well as photographs. (Hint: the date of these purchases is prior to the date of the loss)
4. Vendor statement indicating the cause of the damage, a description and photos of the physical damage, and that any item replaced could not be repaired and that the replacement is the most comparable available. (Hint: to prove your claim by documenting there was damage caused by the incident and justification that what you spent was the least amount possible). For theft claims, a police report number is required in addition to vendor statement regarding replacement is the most comparable available.
5. Copy of invoices showing repair or replacement. (Hint: the date of these invoices is on or after the date of loss) and proof of payment for all amounts submitted for reimbursement (Hint: the Invoice Summary out of IRIS will show the actual payment)
6. Salvage value, if replacement is involved. (Hint: You must address whether there is potential for surplus sale recovery or value for parts you are keeping to determine what amount to deduct for the surplus value. You must retain all items until you seek and receive approval from Risk Management to surplus or discard)

The coverage reimburses the lesser of repair or replacement of covered property damaged by a covered peril, less the \$15,000 for water claims, \$10,000 for all other perils and (\$10,000 for theft) departmental deductible (pro-rated for multiple departments). The coverage pays the full value of functionally similar (most comparable- no upgrades or warranties) property.

NOTE: FEMA requires additional forms and information.

Property Claim Packet – Labor Spreadsheet should be used for Non-exempt & Wage University Labor for actual repair. Managerial and exempt labor, fringe benefits and overhead are not covered. The coverage will not cover more than a contractor would charge. Please advise Risk Management once decision has been made to use employee labor. NOTE: FEMA requires additional forms and documentation and may cover non-repair labor.

Property Claim Packet - Extra Expense Spreadsheet should be used for expenses resulting from property damage and necessary for business continuity. Submit this form with a best estimate of costs to Risk Management for discussion regarding possible coverage and required documentation.

Building Name: _____

Room Number: _____

Date of Loss: _____

PROPERTY CLAIM PACKET - DAMAGED PROPERTY SPREADSHEET

Claim Number:	Department:	Electronic version of Property Claim Packet is available at http://riskmanagement.tennessee.edu
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DEPARTMENT CONTACT Name, Phone Number & Email:

Item No.	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Damaged Property Items	Preliminary repair/replacement cost estimate	Proof of UT ownership and photographs	Vendor statements and photographs	Repair/replacement invoices and proof of payment	Salvage Value - if replacement involved	Final repair or replacement cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Total preliminary cost estimate

Total amount being submitted for coverage

