

**Property Loss/Damage Claim Report**

1. Use this form to first report loss or damage of university-owned property to the Office of University Risk Management.
2. Each department must complete this form as soon as they are made aware of an incident; inaccurate or incomplete reports will slow the recovery and reimbursement process.
3. Please electronically attach other pertinent information that will facilitate claim processing i.e. photos, estimates of damage, inventory of damaged/missing items, copies of estimates, copies of the bills/invoices for repairs/replacement, and proof of payment.

Street Address of Incident:	
School   Dept   Building Name:	
Other details of exact location:	
Department Claim Contact Name: Phone Number: Email Address:	
Date & proximate time of loss:	

<b>CAUSE OF LOSS</b> (mark all that apply)					
Fire and/or smoke	<input type="checkbox"/>	Roof leak	<input type="checkbox"/>	Theft or vandalism	<input type="checkbox"/>
Lightning	<input type="checkbox"/>	Pipe leakage	<input type="checkbox"/>	Transit / during shipment	<input type="checkbox"/>
Wind	<input type="checkbox"/>	Backup of sewers or drains	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>
Flood	<input type="checkbox"/>	Underground seepage	<input type="checkbox"/>	Utility interruption	<input type="checkbox"/>
Explosion	<input type="checkbox"/>	Escaped fluids	<input type="checkbox"/>	Electrical failure or disturbance	<input type="checkbox"/>
Earth movement, settling, or cracking	<input type="checkbox"/>	Mechanical breakdown	<input type="checkbox"/>	Spoilage	<input type="checkbox"/>
Hazardous materials release / contamination	<input type="checkbox"/>	Computer virus or cyber attack/threat	<input type="checkbox"/>	Other (provide explanation below)	<input type="checkbox"/>
<b>Other / Notes:</b>					

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1. Describe the property lost/damaged and the causation in detail (narrative of circumstances surrounding event):		
2. Estimate Dollar Value of the Loss <i>Approximate value to repair and/or replace damage property with like kind and quality.</i>		
Comments:		
3. List all witness names and contact information (including contractors and CU employees working near the location):		
		<b>YES</b>
		<b>NO</b>
4. Did you take measures to protect the property from further damage? How?		<input type="checkbox"/>
Comments:		<input type="checkbox"/>
5. Can the damaged property be salvaged in any way to minimize the ultimate loss?		<input type="checkbox"/>
Comments:		<input type="checkbox"/>
6. Was the Facilities Dept contacted to inspect and repair the loss? If not, who?		<input type="checkbox"/>
Comments:		<input type="checkbox"/>
7. Did the police, fire or other agency/utility respond to the loss event?		<input type="checkbox"/>
Comments:		<input type="checkbox"/>
8. What is the current estimate of how long it will take to repair?		
9. Estimated time that department/school/unit operations will be materially impaired as a result of the loss event?		
10. Did or will your department experience any significant lost revenues or increased expenses associated with the loss (outside of the direct damage to the property)?		<input type="checkbox"/>
If so, what is your estimate of the cost of the interruption?		<input type="checkbox"/>
Comments:		
11. Was there an outside, non-Illinois State party(s) responsible for the loss? If so, provide name and address, describe in detail how party is potentially responsible:		<input type="checkbox"/>
		<input type="checkbox"/>
12. Is there a contract with the responsible party?		<input type="checkbox"/>
13. Was any of Illinois State University's proprietary/confidential data or other protected personal information lost or compromised in this event?		<input type="checkbox"/>
Comments:		