

Property Loss Response Checklist

Facilities/Building Managers

When a loss occurs, the following steps should be taken:

- Notify Facilities and Building Manager as soon as possible.
 - Facilities to notify Building Manager if first responder.
- Facilities will notify Risk by phone and provide time, location, cause and extent of damage.
- Take steps to reduce loss as much as possible and protect property from further damage.
 - Restore fire protection (sprinklers, hoses, etc.).
 - Assess environmental health and safety concerns and engage EH&S, if necessary.
 - Make temporary/emergency repairs to save, preserve and protect property.
 - Construct temporary structures (scaffold, weather protection, etc.).
 - Adapt existing space.
 - Purchase service from outside vendors.
 - Begin salvage and clean-up (do not throw anything out, set aside).
 - Expedite long-term repairs to essential equipment.
- Take photos to document as much as possible.
- Take steps to secure area - control access to area, building, etc.
- Follow up with Risk with contact information (primary contact and 1 alternate).

After area is secure and claim is reported to Risk:

- Acquire copies of police or fire reports.
- Review or be prepared to access building information (floor plans, drawings, ongoing research areas).
- Do not throw any damaged items away (including items in refrigerators and freezers). One exception = BIOHAZARD MATERIALS
- Provide detailed narratives, photographs, vendor reports, etc. to support the disposition of damaged items.
- Track all expenses related to work.
 - Set up a project to track work orders for capturing all costs.
 - Obtain repair estimates or appraisal documents from contractors for structural damage.
 - Copy and send invoices to Risk for completed work or cleanup.
 - Complete contents inventory (use OSU Property Loss Inventory Worksheet).
 - Obtain replacement invoices for contents/equipment.
 - Gather asset records (physical or perpetual) to support damaged property.
- Purchasing "like kind": Upgrades can only occur after validation by Risk and insurance company and if property owner/department pays the difference.
- Consideration for lost grants/contracts.
- Financial impact due to delayed application or lost revenue.