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.