

FILING A PROPERTY LOSS CLAIM

PROPERTY LOSS

Depending on the nature, size and location of the property loss, Facilities will be directly involved in the repairs or reconstruction. When your department has sustained a large property loss, Risk Management will assist with your recovery.

1. **Situations Covered** – The Institute’s property insurance on buildings, building contents, and equipment includes coverage for unforeseen perils such as fire, flood, windstorm, explosion, and theft resulting in loss or damage to Institute-owned property.
2. **Situations not Covered** – The Institute’s property insurance does not provide coverage for property loss due to the following situations:
 - ◆ Damage caused by wear and tear, mechanical failure, defect, or breakage
 - ◆ Items identified as lost as a result of inventory shrinkage or disappearance
 - ◆ Failed experiments, or lost or damaged research efforts
 - ◆ Damage caused by earthquake
 - ◆ Loss of Government-owned property
 - ◆ Loss caused by pollution or contamination
 - ◆ Loss of items in transit unless the shipment is declared in advance to the Risk Management office
 - ◆ Personal property of faculty, staff, or students. Faculty, staff, and students are responsible for insuring and securing their personal property from theft, vandalism or any other types of loss (Note that many personal homeowner’s or renter’s policies cover loss to personal property in locations other than the owner’s or renter’s residence).
3. **Deductible** — Caltech self-insures the first \$500,000 of any covered property loss. However, the department that sustained the property loss is only responsible for the initial \$5,000 of each covered claim.
4. **Claim Processing** — Risk Management processes all covered claims that exceed the \$5,000 internal deductible and reports the claims to our property insurer, FM Global, if needed. Insurance may pay for repair or replacement value (whichever is less). Loss settlements are based on the cost to repair or replace with a like kind and quality item, taking into account the age or condition of the lost or damaged item. Any upgrades or betterment will be at the cost of the department. Lost or damaged equipment or items that were not in working condition or had no useful life remaining at the time of loss will not be eligible for claim reimbursement.

Please submit the following documentation for a claim to Darren Artura at Mail Code 2-42 or darren.artura@caltech.edu:

1. Security Report – contact Campus Security to take a report at 626-395-4701 for non-emergencies or 626-395-5000 for emergencies
2. Brief Department Memo – include details of the incident, dates, times, and location
3. Original Purchase Receipts or other records substantiating item description and cost
4. Replacement Quotes/Invoices – include quote/invoice from vendor

NOTE: Please notify Risk Management at 626-395-6878 immediately if the claim involves a large loss that may exceed \$500,000, as we need to involve our property insurer.