

Update on Insurance Claims and Replacement of Storm Damaged Property

Inventory Specialists for Furniture and Fixtures

Good News! Our insurance company has retained MF Bank, an inventory specialist, to assist in identifying the water damaged furniture and fixtures. They will perform a detailed count and listing in the severely damaged buildings (see attached list). This list is subject to change based on additional information and inspection. A University of Houston representative will be accompanying and assisting each MF Bank representative as they take their physical inventories of the furniture and fixtures in each building. UH Tag #'s and serial numbers will be listed as applicable and available. Should these teams need assistance in properly identifying and describing a particular item, they will be contacting the related business administrator for assistance.

Please note that this inventory is for furniture and fixtures only. Miscellaneous personal property, supplies, and equipment that were water damaged will need to be turned in for claims on the internal University of Houston claim forms. In addition, the occupants of all buildings not listed below will need to turn in claims for ALL ITEMS, including furniture and equipment, on the internal University of Houston claim forms.

MF Banks will be marking the items as totaled or salvageable. If the item is totaled, we should get 100% of replacement value if we are under our insurance coverage caps. The department may choose to continue to use the totaled items or have them removed for trash disposal; either way, the insurance settlement will be 100% of replacement cost (subject to our documentation of cost and insurance coverage limits). Call the Work Order Desk at Plant Operations and they will be removed. If an item is deemed salvageable, then you have the option of allowing the inventory company to take it away for salvage and possibly receiving 100% of replacement price or you can choose to continue to use it and may receive the replacement price minus the salvage value.

If there is a building not on the list below that sustained substantial enough contents damage to merit a complete inspection and contents listing by the inventory experts, please advise ASAP and we will have MF Bank (the insurance company's inventory company) tour the building.

Process for Computers and Telephones

The process for computers and telephones has not changed. Please follow the instructions outlined on the flow chart distributed in prior meetings. Call the IT help desk to ask for assessment of computer equipment and removal.

Process For Reporting Losses Of Hazardous Chemicals

Fill out the appropriate UH claim document and call Safety and Risk Management Department (SRMD) at 713-743-5858 as usual. Ask for removal of the hazardous chemicals in the established UH procedures but tell the SRMD representative that it is for "REMOVAL OF STORM DAMAGED CHEMICALS/MATERIALS". Please also forward the claim form with backup documentation to Safety and Risk Management at 1005 or, if related to a research project, to Betin Bilir Santos at 2105.

Process For Reporting Losses For Other Departmental Items

Determine whether this loss is related to a research project. If so, fill out the "Research Project Claim form with backup documentation and forward to Betin Bilir Santos at 2105. All non-research claims should be forwarded to Safety and Risk Management at 1005. After review by the CAPs claim consultant, the department will be contacted about the status of the items and whether they will be salvageable or removed for trash pickup.

List of Buildings that will be inventoried for Furnitures and Fixtures by MF Banks

1. Science & Research I
2. Science & Research II
3. Agnes Arnold
4. Wortham Theatre
5. Law College (Bates Hall, Teaching Unit II, Krost Hall & Law Library)
6. PG Hoffman
7. University Center-underground
8. University Center-satellite
9. Fine Arts
10. Hilton
11. Cougar Place
12. Heyne
13. University Center
14. Moody Towers
15. Old Science Building
16. Cullen, Ezekiel
17. Fleming
18. College of Engineering
19. MD Anderson Library