

## DEPARTMENT OF RISK MANAGEMENT

4302 University Drive, Room 10F • Houston, Texas 77204-2009  
riskmgt@Central.uh.edu

### Property Damage Assessment

A checklist for property loss information

Name

Your Department

Your UH E-mail Address

Location of Loss

Date Damages Discovered

Brief Description of Damages/Incident

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### Property Damage Checklist

- |                                                                                                                                                             |                       |                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------|
| 1. If an emergency situation, notify UHPD immediately.<br><br><i>UHPD Phone: 713-743-3333</i>                                                               | Police Notified?      | Yes<br>No<br>N/A                                                                      |
| 2. Contact the appropriate department to handle necessary repairs<br>(Fix-It, Facilities Maintenance, etc.)                                                 |                       | Completed                                                                             |
| 3. Protect property from further damages (if possible)<br><br><i>*Only proceed if it is safe to do so. Do not put yourself in harms way or risk injury.</i> | Check when completed: | Cover Property if exposed to the elements<br>Secure the Property<br>Restrict the Area |

#### **4. Contact Risk Management**

**Completed**

E-mail Risk Management to advise them of the property damage. Include the Property Loss Form (found on Risk Management's website)

**riskmgt@Central.uh.edu**

#### **5. Retain Damaged Property**

**Completed**

**Do not discard damaged property or begin repairs without contacting Risk Management first.**

\*A claims adjuster may need to view the damages, and making repairs (unless necessary to prevent further damage) may preclude insurance coverage.

#### **6. Take photos of Damaged Property**

**Completed**

If safe to do so, take photos and/or video of the damages. Be sure to photograph the damage from different angles and from a few locations.

#### **7. Take inventory of known damaged property**

**Completed**

List property that was damaged\*

- Description of Property
- Value of Property (Actual Cash Value)
- Quantity
- Serial Numbers (if available and if applicable)

\*Contact Risk Management if you have questions about information to gather, or if you would like a property loss template to complete.

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## **Business Interruption/Loss of Research Checklist**

Use this section if there has been a loss of research or if there are any additional expenses as a result of the property damage

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### **1. Gather Records of All Extra Expenses Due to the Loss**

**Moving charges**

**Wages for Employees involved in clean up/ repair (ONLY if it is above their normal pay)**

**Overtime paid**

**Outside vendors involved in cleanup or repair**

**Leasing of temporary space until facilities is repaired**

**Information on contracts or grants that were effected by the loss**

**Purchase or leasing of any equipment that was necessary due to the loss**

### **2. Record all lost revenue due to the loss**

**Completed**

This could be money from grants, income, rents, concessions, ticket sales, or any other money generating activity.

### **If research is lost, gather information regarding the research (if applicable)**

**Grant information**

**Itemized list/inventory of consumables lost**

**Equipment damaged by the loss**

**List of reagents lost**

**Were there any grants that you received an extension for?**

**Were there any no-cost extensions allowed?**

**Details on any reagents that were created in house (cost, items used to create, time it took to create the reagent)**

**Historic data on consumable values and amounts normally stored on site**

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## **Property Claim Submission Checklist**

Items Needed by Risk Management

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**Information to send to Risk Management  
(if applicable)**

**Photos of damaged property**

**Videos of damaged property**

**Completed Property Claim Form (<https://uh.edu/risk-management>)**

**Inventory List**

**Receipts from the replacement of  
damaged items**

**Invoices to replace damaged items**

**Quotes to Repair Property**

**Quotes to Replace Property**

**Contractor Information (Daily Logs,  
Expenses, Itemized Scope and Cost of  
Repairs)**