

The Regents of the University of California
Builder's Risk Insurance
Loss Reporting Instructions

- Immediately (within 24 hours) email notice of a loss that could potentially involve the Builder's Risk policy to Aon, Campus Risk Management, UCOP Risk Services and other individuals/departments in accordance with established local campus procedures.
- Complete the Builder's Risk Loss Notice and email to Aon with a copy to Campus Risk Management and UCOP Risk Services. (Within 48 hours, if possible)
- **Failure to immediately report a potential loss may jeopardize coverage and result in denial of all or part of the claim; therefore, it is recommended that you communicate to the contractors the importance of reporting an incident or loss immediately to the Project Team who then must immediately report the incident.**
- Take reasonable steps to protect property from further damage including property which might retain salvage value
- Do not destroy or salvage damaged property until authorized to do so by the insurance adjuster
- Maintain a complete list of property lost or damaged including quantities and values
- Keep **separate** detailed records of all expenditures relating to the loss, including expenses incurred to preserve property, clean-up and removal of debris, expediting expenses, claim preparation expense, etc. Costs **should not** be submitted in the form of Change Orders
- Supplement the initial report with additional information such as photographs, videos, and statements, etc.
- Coordinate and cooperate with investigation and/or inspection of property
- Provide documentation as requested by the insurance adjuster to enable resolution of claim

For assistance, phone Aon:

Robert Bergen at (415) 486-7677

Kristen Bennett at (415) 486-7247

11-4-11