

## **Builder's Risk Insurance Loss Reporting Instructions**

For assistance, contact:

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- Immediately (within 24 hours) report a loss that could potentially involve the Builder's Risk policy to Alliant, Campus Risk Management, UCOP Risk Services and other individuals/departments in accordance with established local campus procedures.
- Complete and submit the Builder's Risk Loss Notice, within 48 hours, if possible, to Alliant with a copy to Campus Risk Management and UCOP Risk Services.

**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 contractors be informed of the importance of reporting an incident or loss immediately to the UC Project Team.**

- 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 representative.
- 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, repair/replacement of property, clean-up and removal of debris, expediting expenses, claim preparation expense, etc. These costs **should not** be submitted to the University in the form of Change Orders and should not increase the project's construction value.
- Supplement the initial report with additional information such as photographs, videos, statements, and new/updated information.
- Coordinate and cooperate with investigation and/or inspection of property.
- Provide documentation as requested by the insurance adjuster.
- Coordinate efforts to assist in resolution of claim, as needed.
- Upon settlement of claim, the University must sign a Proof of Loss.