

# The Regents of the University of California

## Builder's Risk Insurance

### Loss Reporting Instructions

For assistance, contact Rachael Rutherford-Crammer  
[rachael.rutherford-crammer@alliant.com](mailto:rachael.rutherford-crammer@alliant.com); 516-414-8266

- Immediately (within 24 hours) report a loss that could potentially involve the Builder's Risk policy to Rachael Rutherford-Crammer with Alliant Insurance Services, Inc., Campus Risk Management, UCOP Risk Services and other individuals/departments in accordance with established local campus procedures.
- Take reasonable steps to protect property from further damage including property which might retain salvage value.
- AFTER speaking with Alliant complete and submit the Builder's Risk Loss Report to Alliant Insurance Services, Inc. with a copy to Campus Risk Management and UCOP Risk Services (within 48 hours, if possible). **\*The University must sign the Loss Report\***.
- Do not destroy or salvage damaged property until authorized to do so by the insurance adjuster.
- 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.
- 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 UC Project Team who then must immediately report the incident.