The Regents of the University of California

Builder’s Risk Insurance
Loss Reporting Instructions

For assistance, contact:
Kristen.Bennett@willis.com (415) 955-0247
Marilyn.Dittman@willis.com (415) 955-0129

- Immediately (within 24 hours) report a loss that could potentially involve the Builder’s Risk policy to Willis, 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 to Willis 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 UC 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, 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.

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