

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
BUILDER'S RISK INSURANCE  
Claim/Loss Reporting Procedures**

For further information and forms, please visit UCOP Risk Services website at:

<http://www.ucop.edu/riskmgmt/construction.html>

Email Information to Aon: [Robert.Bergen@aon.com](mailto:Robert.Bergen@aon.com) and [Kristen.Bennett@aon.com](mailto:Kristen.Bennett@aon.com)

- Give notice of a loss that could potentially involve the Builder's Risk policy within 24 hours to Aon, Campus Risk Management, Risk Services, and other individuals/departments in accordance with established local campus procedures.
- Complete the Builder's Risk Loss Report and submit to Aon with a copy to Campus Risk Management, and Risk Services, and other individuals/departments in accordance with established local campus procedures. (Recommended time frame is within 24 to 48 hours)
- Maintain complete list of property lost or damaged including quantities and values.
- Keep 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.
- Take reasonable steps to protect property from further damage to include damaged property which might retain salvage value.
- Supplement initial report with additional information such as photographs, videos, 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.
- Do not destroy or salvage damaged property until authorized to do so by the insurance adjuster.

Note: Any expenses/costs related to the loss should be maintained separately from the project cost and should not be submitted in the form of Change Orders.

**For assistance, contact Aon or Campus Risk Management:**

**Aon--Robert Bergen at (415) 486-7677**

**Aon--Kristen Bennett at (415) 486-7247**

08-31-11