



Lori Meyers

Facilities Management (Property Claims)

Lori.Meyers@colostate.edu 970 491 0056

Sally Alexander

Office of Risk Management & Insurance

Sally.alexander@colostate.edu 970 491 7726

Susan Cavender

Office of Risk Management & Insurance

Susan.Cavender@colostate.edu 970 491 1432

AGENDA

1. Property insurance
2. How to file a property claim
3. Information we need from you
4. Resources
5. Questions

Property Insurance

Damage/ loss to CSU Owned property – includes buildings, equipment, research, business interruption.

Personal property belonging to others is NOT covered by CSU's Property insurance

\$1,000 per claim deductible = Department

CSU's self insured retention is **\$100,000 per claim**, before CSU's property carrier starts to pay.

Timely notice MUST be given to CSU's property carrier

PLEASE REPORT PROPERTY LOSS WITHIN 10 WORKING DAYS!

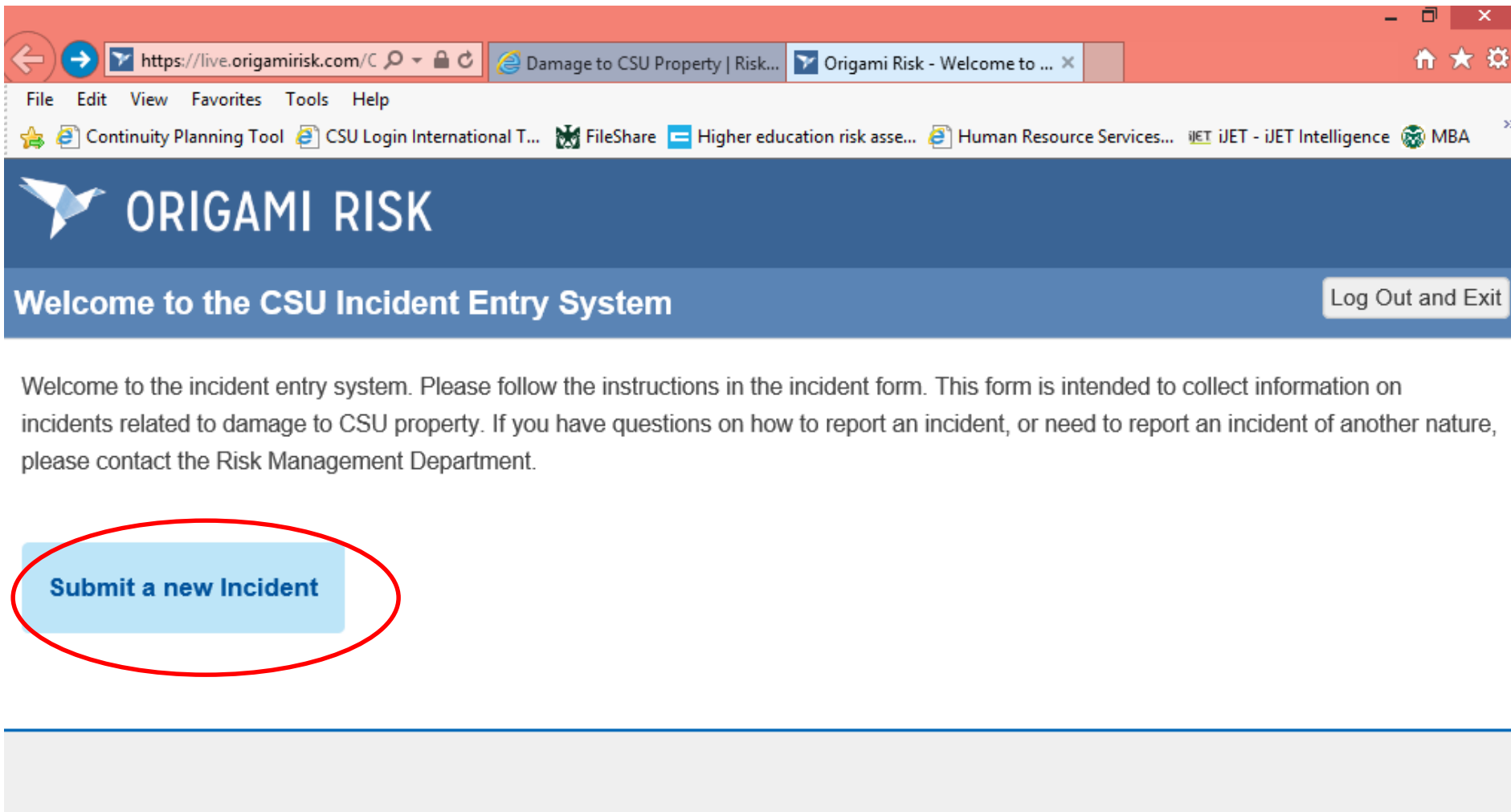
Property insurance common exclusions:

Wear and tear, age, deterioration, latent defects, settling, cracking and subsidence, lack of maintenance, faulty workmanship, material, construction or design from any cause

If you have a question whether a claim is covered please contact us. (Time and expense that you may have to undergo to provide information to determine whether a claim is covered **IS not reimbursable** by Risk Management & Insurance.)

How to file a claim:

<http://rmi.prep.colostate.edu/insurance/property-insurance/damage-to-csu-property/>



[Submit a new Incident](#)

ORIGAMI RISK New Incident Complete Incident or Cancel

CSU Property Damage

Department Official Coordinating Loss

Employee Phone Number

Employee Email

Property Damage Details

Incident Date

Report Date

Location on CSU Property

Cause of Loss

Please Describe What Happened

Type of Property Damaged

- Equipment/Contents
- Fine Arts/Special Collections
- Other
- Property/Building
- Research

Damaged Property Description

Is Total Estimated Value of Loss > \$60,000?

Total Estimated Value of Loss

Department Account Number for Deductible and/or Reimbursement

Is Party Responsible For Loss CSU Employee?

Who? -Dept official coordinating loss, phone number and email

Property Damage Details

Incident Date

Report Date

Location on CSU Property

Cause of Loss

Please Describe What Happened

In CSU Building

Not in CSU Building, On CSU Property

Not on CSU Property

ORIGAMI RISK

Property Damage Details

Incident Date

Report Date

Location on CSU Property

Cause of Loss

Please Describe What Happened

- In CSU Building
- Not in CSU Building, On CSU Property
- Not on CSU Property

If select "in CSU building" then select location (see below)

Secondary Location

Location Number	Name	Street 1	City	State
0179B	111 Lake House	111 W. LAKE ST.	FORT COLLINS	Colorado
0291B	1302 S. Shields St.	1302 S. SHIELDS ST.	FORT COLLINS	Colorado
0290B	1304 S. Shields	1304 S. SHIELDS ST.	FORT COLLINS	Colorado
0936B	2537 Research Blvd.	2537 RESEARCH BLVD	FORT COLLINS	Colorado
0559B	300 W Drake L1 - Storage	300 W. DRAKE RD.	FORT COLLINS	Colorado
0560B	300 W Drake L2 - Storage	300 W. DRAKE RD.	FORT COLLINS	Colorado
2010B	3028 Timberline Rd - Office	3028 TIMBERLINE RD.	FORT COLLINS	Colorado
1366B	3041 Rampart Rd - Office	3041 RAMPART RD.	FORT COLLINS	Colorado
1083B	3315 LaPorte Ave - Storage	3315 LAPORTE AVE.	FORT COLLINS	Colorado
1013B	3317 W Vine - Storage	3317 W. VINE AVE.	FORT COLLINS	Colorado
1008B	3416 LaPorte Ave - Storage	3416 LAPORTE AVE.	FORT COLLINS	Colorado
6272B	37th Ave	1013 37TH AVENUE COURT	GREELEY	Colorado
1058B	3843 LaPorte Ave - Storage	3843 LAPORTE AVE.	FORT COLLINS	Colorado
1059B	3843 LaPorte Ave - Storage	3843 LAPORTE AVE.	FORT COLLINS	Colorado
1061B	3843 LaPorte Ave - Storage	3843 LAPORTE AVE.	FORT COLLINS	Colorado
1062B	3843 LaPorte Ave - Storage	3843 LAPORTE AVE.	FORT COLLINS	Colorado
6304B	410 Building	410 17TH ST.	DENVER	Colorado
6306B	475 17th Street	475 17TH STREET	DENVER	Colorado
0422B	501 W Prospect - Storage	501 W. PROSPECT RD.	FORT COLLINS	Colorado
0163B	Academic Village - Aspen Hall	800 W. PITKIN ST.	FORT COLLINS	Colorado

Filter By

Location Number

Name

City

State

Is Active

Search Clear

- Filter By Hierarchy
- CSU
 - ARDEC
 - Arkansas Valley
 - Central Great Plains Res Cntr.
 - CSFS Areas
 - Denver and Outlying Areas
 - E. Colo. Res. Cntr.
 - East Campus
 - Envir. Learning Cntr.
 - Foothills Campus
 - Fruita Res. Center
 - Ft. Collins Misc.
 - Gabbard-Rutledge
 - Hort. Farm
 - Main Campus
 - Mountain Meadows Res.
 - N. Colo. Res. Demo Cntr.

Cause of Loss

Please Describe What Happened

Type of Property Damaged

- Equipment/Contents
- Fine Arts/Special Collections
- Other
- Property/Building
- Research

Damaged Property Description

Is Total Estimated Value of Loss > \$60,000?

Total Estimated Value of Loss

Department Account Number for Deductible and/or Reimbursement

Is Party Responsible For Loss CSU Employee?

Please attach all relevant documentation, photos, and other materials after submitting this incident. This can be done using the features on the right hand side of the screen. If you want to have a copy of the incident report for your records, please print before submitting.

ORIGAMI RISK
 New Incident Complete Incident or Cancel

CSU Property Damage

Department Official Coordinating Loss

Employee Phone Number

Employee Email

Property Damage Details

Incident Date

Report Date

Location on CSU Property

Cause of Loss

Please Describe What Happened

Type of Property Damaged

- Equipment/Contents
- Fine Arts/Special Collections
- Other
- Property/Building
- Research

Damaged Property Description

Is Total Estimated Value of Loss > \$60,000?

Total Estimated Value of Loss

Department Account Number for Deductible and/or Reimbursement

Is Party Responsible For Loss CSU Employee?

If select “Not in CSU building, on CSU property,” or “not on CSU property.

Then enter the address of the incident.

ORIGAMI RISK

New Incident

Complete Incident or Cancel

CSU Property Damage

Department Official Coordinating Loss

Employee Phone Number

Employee Email

Property Damage Details

Incident Date

Report Date

Location on CSU Property

Cause of Loss

Please Describe What Happened

Type of Property Damaged

- Equipment/Contents
- Fine Arts/Special Collections
- Other
- Property/Building
- Research

Damaged Property Description

Is Total Estimated Value of Loss > \$50,000?

Total Estimated Value of Loss

Department Account Number for Reimbursable and/or Reimbursement

Is Party Responsible For Loss CSU Employee?

Please attach all relevant documentation, photos, and other materials after submitting this incident. This can be done using the features on the right hand side of the screen. If you want to have a copy of the Incident report for your records, please print before submitting.

We need to know whether this loss is estimated to exceed \$50,000.

Please provide an estimate of value of loss

Please provide an account number of deductible (\$1,000) and/ or claim reimbursement.

These are REQUIRED FIELDS

Browser navigation bar showing address: https://live.origamirisk.com/ and tabs for 'Damage to CSU Property | Risk...' and 'Origami Risk - New Incident'.

Navigation menu with links: File, Edit, View, Favorites, Tools, Help. Below are icons for various services: Continuity Planning Tool, CSU Login International T..., FileShare, Higher education risk asse..., Human Resource Services..., iJET - iJET Intelligence, MBA.

ORIGAMI RISK

New Incident Complete Incident or Cancel

CSU Property Damage

Department Official Coordinating Loss:

Employee Phone Number:

Employee Email:

Property Damage Details

Incident Date:

Report Date:

Location on CSU Property:

Cause of Loss:

Please Describe What Happened:

Type of Property Damaged

- Equipment/Contents
- Fine Arts/Special Collections
- Other
- Property/Building
- Research

Damaged Property Description:

Is Total Estimated Value of Loss > \$60,000?

Total Estimated Value of Loss:

Department Account Number for Deductible and/or Reimbursement:

Is Party Responsible For Loss CSU Employee?

Once information is entered please Select “complete incident.”

If you would like a copy of incident report PLEASE PRINT BEFORE selecting “complete incident”

If you have attachments, please attach after selecting “complete incident” by using the features on the right hand side of the screen.

Please attach all relevant documentation, photos, and other materials after submitting this incident. This can be done using the features on the right hand side of the screen. If you want to have a copy of the Incident report for your records, please print before submitting.

File Edit View Favorites Tools Help

Continuity Planning Tool CSU Login International T... FileShare Higher education risk asse... Human Resource Services... iJET - iJET Intelligence MBA Suggested Sites Surface Massive ground beef ...

ORIGAMI RISK

Upload any relevant files

Save Successful.

You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button.

#1 TEST for Training (200158)

No files uploaded.

I'm Done or [click here to log out](#)

[+ Upload File](#)

If you need to upload file, go to “upload file”. Once you are done select “I’m Done” or “click here to log out.”

RMI Checklist:

- ✓ *Contact details – who, telephone number, email number*
- ✓ *Property – on CSU property – select building. On CSU property but not a building/ not on CSU property – enter address of location*
- ✓ *Description of loss*
- ✓ *Please let us know if estimated damage is expected to exceed \$50,000*
- ✓ *Estimate of damage*
- ✓ *Account number for deductible and/ or reimbursement*
- ✓ *Attachments – police reports, photos, etc*

Resources

1. To file a claim

<http://rmi.prep.colostate.edu/insurance/property-insurance/damage-to-csu-property/>

2. Research freezer risk management strategies

<http://rmi.prep.colostate.edu/risk-management/infrastructure-risk-management/research-freezers/>

3. Office of Risk Management & Insurance (RMI)

<http://rmi.prep.colostate.edu/>

Questions?

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