



DEPARTMENT OF
ENVIRONMENTAL SAFETY,
SUSTAINABILITY & RISK

University of Maryland, College Park

Property Damage Claim Process

The Role of the Office of Risk Management

We are here to help with the property claims process by:

- **Reporting** all property damage claims to the State Treasurer's Office (STO)
- Assisting the STO in **investigating** claims
- **Gathering and submitting** claim expense documents, purchase orders, invoices, and other proof of payments to the STO
- **Answering questions** and providing claim status to departments/units

How is UMD Property Insured?

- The University of Maryland, College Park (UMD) is covered by the State of Maryland, **State Insurance Trust Fund** (SITF) to cover the physical loss of, or damage to, State owned property including Auxiliary unit property. Claims are handled by the **State Treasurer's Office** (STO).
- This is not a traditional commercial insurance policy although the State does purchase some excess policies to limit their liability.

What Types of Claims are Covered?

Two major things must happen for a claim to be covered.

- 1.** The damaged property must be “**covered property**”.
- 2.** The cause of loss must be a “**covered peril**” defined as an event or cause of loss.

What is Covered Property?

- The State Insurance Trust Fund covers the State's interest in and will pay for direct physical loss of, or damage to, all property which is **owned by the State**.
- This includes buildings, furniture, contents, and computer, lab, and research equipment. There is also coverage for damage to boilers and machinery.

What Property is Excluded?

- Buildings and structures under construction which are generally insured separately by builder
- Land, including trees, plants and shrubs, growing crops
- Currency, securities, jewelry, and precious metals
- Personal property that belongs to faculty, staff or students

A more detailed list of excluded property can be found at:

[Office of State Treasurer - State Insurance Program](#)

What Events are Typically Covered?

Typical causes of loss are, but not limited to:

- Fire
- Earthquake
- Windstorm
- Explosion
- Water pipe bursts, except from freezing

What Events are Excluded?

- Normal wear and tear or gradual deterioration
- Sewage back-up
- Dishonest, fraudulent, or criminal acts
- Burst frozen water pipes in unheated spaces
- Water intrusion such as a flood from the outside of the building

A more detailed list of excluded events can be found at:

[Office of State Treasurer - State Insurance Program](#)

Steps to Take After Property Damage

- 1. Notify** emergency responders if needed.
- 2. Protect** property from further damage if safe to do so.
- 3. Notify** the Risk Management/Insurance Services at **(301) 405-3960** immediately or as soon as possible following discovery of damages or loss.

Incidents must be reported within 60 days per COMAR 25.02.06.01A

Steps to Take After Property Damage

- 4) **Complete** the [University of Maryland Property Loss Claim Form](#) and email it to insurance@umd.edu.
 - a) Risk Management/Insurance Services will provide a claim number.
- 5) The following documentation is required:
 - a) **Photos** of the damaged property showing its condition
 - b) **A list** of all damaged property including age, model, cost, description and serial numbers
- 6) **Send** photos and other information to insurance@umd.edu.

Who Repairs or Replaces Damaged Property?

- **Departments**/units should **repair** damaged property, **if possible**.
- **Departments**/units are responsible to **provide initial funding** for repairs or replacement of damaged property.
- The STO does not provide **advance payments** to departments/units.
- A **\$1,000 per loss deductible** is charged to the department/units filing the claim along with a \$150/\$400 claim handling fee depending on size of claim. These fees deducted from the reimbursement from the STO.

How Should Repairs or Replacements be Paid for?

- For repair or replacement of damaged property, departments/units may issue **Purchase Orders** or use **P-Cards**, depending on the amount.
- **Follow Procurement procedures** for repairs requiring competitive bids.
- The UMD department/unit is responsible for paying the invoice when repairs/replacements are considered **acceptable by the UMD department/unit**.

How Do Departments/Units Get Reimbursed?

- Be sure to **include the claim number** on all correspondence.
- **Submit proof of payment to Risk Management/Insurance Services as soon as it is received.**
 - **Do not wait** until everything is finished.
 - The faster all proof is sent, the faster the claim can be processed.
- Submit paid invoice(s), Purchase Orders and P-Card statements via mail to:

ESSR, Seneca Building #812, 4716 Pontiac Street, Suite 0103

College Park, MD 20742 ATTN: Insurance Services

Or scan and email to: insurance@umd.edu



How Do Departments/Units Get Reimbursed?

- The STO reimburses the University for covered losses.
- Risk Management/Insurance Services will send the proof of the paid invoice(s) to the STO.
- Once all acceptable documentation is received, the STO will determine if the claim will be reimbursed.
- Risk Management/Insurance Services will notify and reimburse the UMD department/unit via a Journal Voucher.
- Reimbursement is typically available in a few weeks.



How will Departments/Units Know the Claim Status?

- Risk Management/Insurance Services will communicate with departments/units via phone or email whenever claim questions and decisions are received from the STO.

Questions?

Contact Risk Management/Insurance Services at

Phone: **(301) 405-3960**

Email: **insurance@umd.edu**

