

MICHIGAN STATE  
UNIVERSITY

**MSU PROPERTY LOSS REPORT**

Office of Risk Management & Insurance  
Olds Hall  
408 W. Circle Drive Rm 113  
East Lansing, MI 48824  
Phone (517) 355-5022  
Fax (517) 432-3854  
E-mail: riskmgmt@msu.edu

This form is to be completed in its entirety and forwarded to the MSU Office of Risk Management and Insurance as soon as possible. Claims not submitted within 90 days of the loss become the financial responsibility of the department. In addition, photos of pre-restoration damage and any emergency construction must be attached. The photos must be identified with a date and GPS location. Additional details of the damage are required on the reverse side of this form.

MSU Department/College: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Email \_\_\_\_\_ Date of Loss: \_\_\_\_\_

Location of Loss

Building Name & Room Number(s): \_\_\_\_\_

Street Address or GPS Location: \_\_\_\_\_

Nature of Loss:  Fire  Water  Theft  Vandalism  Wind  
 Other \_\_\_\_\_

Describe How Loss Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were the police notified? YES  NO

Name of Police Agency: \_\_\_\_\_ Police Report Number: \_\_\_\_\_

Did the loss involve debris removal? YES  NO

Describe the type of debris and amount in cubic yards: \_\_\_\_\_

Was Infrastructure Planning & Facilities notified? YES  NO  IPF Work Order #: \_\_\_\_\_

Describe any emergency protective measures taken before, during, or after the event to lessen the threats to life, public health, safety, or property damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any unit operations impacted by this loss.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(OVER)

## DAMAGE ASSESSMENT

Equipment	Brand & Model Number	Location of Damaged Item at Time of Loss	Nature of Damage	Original Cost	Estimated Repair Cost

Property	Dimensions of Damage	Material Type Damaged	Location (street address or GPS coordinates)	Estimated Repair Cost

Signature of Department/College Administrator: \_\_\_\_\_ Date: \_\_\_\_\_