

MEMO



OFFICE OF RISK MANAGEMENT
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www.purdue.edu/Risk_MGMT

TO: Business Managers and Others

RE: Buildings/Contents Insurance

This is a brief summary of current coverage which applies to University buildings and contents. Please share with the appropriate staff in your area.

I. What is Covered

All University-owned buildings and contents are insured under a blanket policy. Coverage is included for the following:

- a) Loaned or leased items, so long as the appropriate document (gift and loan report or lease agreement) has been completed and is on file.
- b) Owned, loaned or leased items taken off campus for service, repair or research within the United States, Canada or Puerto Rico. Coverage for the transit exposure is included. **Please contact our office to arrange coverage for items removed permanently to an off-campus location.** We have worldwide coverage with respects to Miscellaneous Unnamed Locations. However, there is a long list of hostile countries where we have no coverage.
- c) Property in transit.
- d) Property owned by others which is in our care, custody and control.
- e) Personal property of faculty and staff if such property is used in connection with their Purdue employment.

Please Note: Any personal coverage (such as homeowners policy) would be primary. Purdue's coverage would be secondary. Please contact our office for assistance in filing a claim. Personal items such as radios or photos cannot be considered for payment.

II. **Type of Coverage**

Coverage is under a very broad policy. Most buildings and all contents are covered for their replacement cost.

III. **Deductibles**

IV. **Report of Loss**

Please report all buildings and contents losses promptly to Ryan Tyson (rmtyson@purdue.edu) at the West Lafayette Campus, 765-496-1937. That department will arrange for inspection of the damage, coordinate repair/replacement and assist in the filing of claims.

Please call the Office of Risk Management at 765-494-6134 if there are questions concerning coverage or procedures.