

MABE Group Insurance Pool
621 Ridgely Avenue, Suite 300, Annapolis, MD 21401



NOTICE OF PROPERTY LOSS

The Notice of Property Loss form is to be completed by the Department of Maintenance or designated department.

The completed form and all supporting documentation are to be sent to:

Rhonda Meleen, Coordinator of Fiscal Services

rkmeleen@smcps.org or fax to 301-475-4228

PROPERTY LOSS INFORMATION			
SCHOOL BOARD NAME:	St. Mary's County Public Schools		
DATE OF LOSS:		TIME:	AM/PM: AM
TODAY'S DATE:			
FACILITY NAME:			
FACILITY ADDRESS:			
CITY:			
STATE:	MD	ZIP CODE:	

LOSS DETAIL (please select the PRIMARY Loss Codes via the drop down menu's)			
LOCATION:	Enter Location from list on page 2	ESTIMATE OF DAMAGE:	\$
PERIL/CAUSE:	Enter Peril/Cause from list on page 2	* POLICE/FIRE REPORT No.:	
LOSS TYPE:	Enter Loss Type from list on page 2		
DESCRIPTION OF LOSS: (narrative in your words, mention if there are multiple locations effected etc.)			
<small>Include type of loss (e.g. fire, vandalism), property involved (e.g. building, furniture, equipment, supplies, leased personal property), cause, location of damaged property (if moved to another site), and result if known. Attach additional pages as necessary. Attach repair or replacement invoices or estimates if available.</small>			

(the following must be completed)

BOARD CONTACT PERSON:		CLAIM REPORTED BY:	
Name:	Rhonda Meleen	Name:	
Title/Dept.:	Coordinator of Fiscal Services	Title/Dept.:	
Address:	Leonardtown, Maryland 20650	Address:	
Phone #:	301-475-5511, ext 183	Phone #:	
Fax #:	301-475-4228	Fax #:	
Email:	rkmeleen@smcps.org	Email:	



CODE REFERENCE LIST

#	LOSS LOCATION	PERIL/CAUSE	PRIMARY RESULT
	Where on the grounds of the facility, listed on the loss report, did the primary loss occur?	What was the primary cause of the loss?	What was the primary result of the loss?
1	Activity Room	Arson	Asbestos Dispersal
2	Administrative Offices	Burst Pipe - Freezing	Boiler Damage
3	Auditorium	Burst Pipe - not Freezing	Ceiling Damage
4	Bath Room	Collapse	Contents Damage
5	Boiler Room	Contamination	Contents Lost
6	Cafeteria	Corrosion	Contents Stolen
7	Class Room	Discarded	Equipment Damage
8	Computer Lab	Electrical Fire	Floor Damage
9	Crawl Space	Equipment Failure	Food Spoilage
10	School Grounds	Explosion	HazMat Release
11	Exterior Wall	Fire	Mold Damage
12	Gymnasium	Flood/Surface Water	Not Classified
13	Hallway	Lightning Strike	Playground Damage
14	Health Suite	Not Classified	Roof Damage
15	Industrial Arts Shop	Power Failure	Sidewalk Damage
16	Locker Room	Roof Leak	Smoke Damage
17	Mechanical Room	Sewer Back Up	Structure Damage
18	Media Center/Library	Snow Load	Total Structure Loss
19	Music Room	Sprinkler Leak	Water Damage
20	Non Sport Out Bldgs.	Theft – other than Electronics	
21	Not Classified	Theft - Electronics	
22	Off Premises	Vandalism	
23	Outdoor Sports Bldgs.	Vehicle Accident	
24	Parking Lot	Wind	
25	Playground		
26	Pool		
27	Portable Classroom		
28	Roof		
29	Stage		
30	Storage Room		
31	Science/Chemistry Lab		

St. Mary's County Public Schools
23160 Moakley Street
Leonardtown, Maryland 20650

Report of Damages/Property Loss or Theft to School Buildings and Grounds

(Prepare 3 copies, sending the original to the Director of Fiscal Services at the Leonardtown Central Office, 1 copy to the Director of Maintenance at the Support Services Office, provide 1 copy to the Sheriff's Office, and maintain 1 copy in your school files.)

School _____ Date of Report _____

Person who supplied information to Principal: _____

Person who first discovered damages/loss/or theft: _____

Nature of Loss/Damages: Include type of loss (e.g. fire, vandalism, theft), property involved (e.g. building, furniture, equipment, supplies, leased personal property), if cash indicate type of loss (field trip, fundraising, vending and the location of cash at the time, i.e. safe, filing cabinet, desk, etc.), probable cause if known, location of damaged property (if moved to another site). Use additional pages if necessary. (Please be as specific as possible, giving descriptions, serial numbers, inventory asset numbers and values of the property loss and/or damage.)

Estimated amount of damage/loss and/or theft: \$ _____
(provide detail, where possible)

If theft involves money, indicate if: Cash _____ and/or Checks _____ and if money was for Field Trips _____, SAF _____, or Other _____

Evidence available regarding:
Suspects, Including fingerprints:

Date and time of crime: _____

Manner of entry to building: _____

Witnesses:

Name	Address	Telephone No.
_____	_____	_____
_____	_____	_____

Police/Fire Department Report Number: _____

Report by telephone: _____
To _____ By _____ Date _____ Time _____
Director of Fiscal Services _____
Sheriff's Office _____
Maintenance Office _____

Follow-up investigation:
By _____ Date _____ Time _____ Findings _____

Report submitted by: _____

Instructions/Information

1. This initial report must be forwarded to the Director of Fiscal Services, along with the completed MABE Group Insurance Pool Notice of Property Loss form.
2. Budget and Finance Office will forward the necessary information to the MABE Group Insurance Pool, as required.
3. The MABE Insurance Pool will notify our property insurance carrier, who will assign an adjuster, if necessary. In the event of damages to property, please hold onto those items for review by the adjuster, unless otherwise informed by this office.
4. For after-hours reporting for loss emergencies, refer to the Maintenance and Operations Emergency Call-out list that is updated and provided periodically by the Director of Maintenance and call the contact person listed under the appropriate Building Related Call-outs.
5. Along with this form, or immediately thereafter, make sure you include a detailed description/list of the quantities, costs, values and amount of loss/damage/theft claimed, along with serial numbers and inventory asset numbers where applicable. This information also needs to be submitted to the Director of Fiscal Services.
6. To start the process of replacing damaged/lost and/or stolen property, include purchase requisitions with your report of loss for any items that need to be replaced. Note: We should replace with similar property – not more costly upgrades. Omit the account number – that will be entered by the central office. These should also be submitted to the Director of Fiscal Services.

PVR
7/22/09