



Campus Administrative Policy

Policy Title: Property Insurance Coverage

Policy Number: 2025

Functional Area: **Finance**

Effective:	July 1, 2010
Date Last Amended/Reviewed:	July 1, 2010
Date Scheduled for Review:	July 1, 2017
Supersedes:	Property Insurance Coverage, April 1, 2004

Approved by:	Associate Vice Chancellor for Finance and Administration
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Prepared by:	Controller
Reviewing Office:	Executive Vice Chancellor for Administration and Finance
Responsible Officer:	Executive Vice Chancellor for Administration and Finance Senior Vice Chancellor for Administration and Finance

Applies to:	University of Colorado Anschutz Medical Campus University of Colorado Denver
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A. **INTRODUCTION**

1. Purpose

The purpose of this policy shall be to establish a reference for property insurance coverage and guidelines for loss prevention responsibility.

2. Applicability

This policy applies to all University of Colorado Denver | Anschutz Medical Campus property, including buildings owned or leased by CU Denver | CU Anschutz (“university”), and contents, regardless of location. This policy does not apply to buildings owned by Auraria Higher Education Center or affiliates (such as University of Colorado Hospital, The Children’s Hospital, or University Physicians Inc.), but it does apply to contents owned or leased by CU Denver located in such buildings.

3. Responsibility

It is the responsibility of Unit Manager and Fiscal Manager to ensure compliance

with this policy.

B. DEFINITIONS

Property refers to the university's buildings and contents.

C. POLICY

1. Scope of Insurance Coverage

The university's property insurance policy provides all-risk protection, subject to standard exclusions, for scheduled buildings and contents at replacement cost, as follows:

- a. Losses resulting from all perils (e.g., fire, lightning, wind, hail), except those specifically excluded by the policy. There is no deductible per occurrence.
- b. Losses resulting from thefts of property. There is no deductible per occurrence if there is physical evidence of forced entry. However, there is a \$2,500.00 deductible per occurrence if there is no physical evidence of forced entry.
- c. The university does not insure the personal property of faculty, staff, and students.
- d. The university does insure contents, regardless of location, even if located in an employee's home. Departments are responsible for notifying the Space and Asset Management Office in writing when Capital equipment is being utilized in an employee's home. Please refer to UC Denver policy 1-2 "Capital Equipment" for procedures.

2. Loss Reporting

All losses involving university property shall be reported immediately on-line at the University Risk Management website at <https://www.cu.edu/risk/>. Campus Risk Management can be reached at (303) 724-1269 or urmucddirs@cu.edu. All criminal losses shall be immediately reported to the University Police at (303) 724-4444 (CU Anschutz) or Auraria Police at (303) 556-5000 (CU Denver). Capital Equipment losses should also be reported to Space and Asset Management (303) 315-2249.

3. Loss Prevention

University departments are charged with the responsibility of safeguarding equipment, reporting suspicious persons and unusual circumstances, and assuring that offices and/or buildings are locked at appropriate times.

Notes

1. Dates of official enactment and amendments:
April 1, 2004: Adopted
July 1, 2010: Revised
February 27, 2019: Modified
2. History:

February 27, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: April 1, 2004
4. Cross References/Appendix: N/A